

Saint


Leo

College

CATALOGUE

1970-1971





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Saint Leo College

Saint Leo, Florida 33574



CATALOGUE

1970-1971

That In All Things God May Be Glorified

RECOGNITION

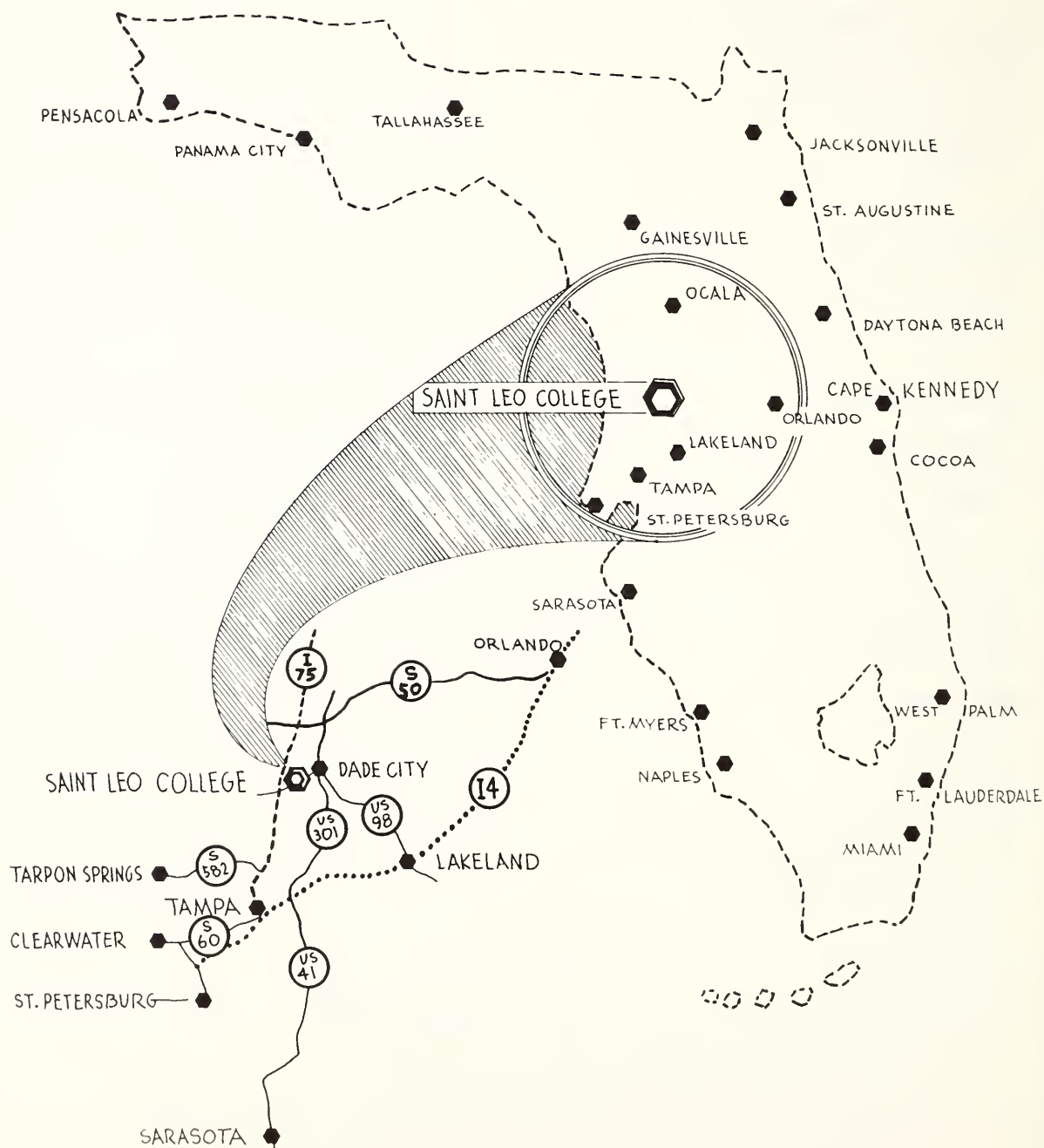
Accreditation: Southern Association of Colleges and Schools

Announcements contained in this publication are subject to change without notice, and may not be regarded in the nature of binding obligations on the College. The College reserves the right to change any provision or requirement when such action will serve the interests of the College or its students.

Published annually by Saint Leo College

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DIRECTORY OF CORRESPONDENCE

Saint Leo College Telephone (904) 588-4101
Saint Leo, Florida 33574 Dade City Exchange

Correspondence to the College should be addressed as follows:

- Application and Admission
 - Information Dean of Records and Admissions
- Academic Affairs Vice-President for Academic Affairs
- Academic Records, Transcripts Dean of Records and Admissions
- Admissions, Catalogues, and
 - General Information Dean of Records and Admissions
- Alumni Affairs .. Vice-President for Development and Public Relations
- Athletics Director of Athletics
- Continuing Education Director of Continuing Education
- Gifts and Bequests
 - Vice-President for Development and Public Relations
- Financial Affairs Comptroller
- Financial Aid Director of Financial Aid
- Housing Dean of Student Affairs
- Library Librarian
- Placement Director of Placement
- Public Affairs Director of Public Information
- Religious Matters Director of Spiritual Life
- Student Activities Dean of Student Affairs

Business office hours are from 9:00 a.m. until noon, and from 1:00 p.m. until 4:30 p.m. Monday through Friday except legal holidays. Members of the College staff are available at other times for interview by appointment.

Students may be reached by calling dormitory numbers or private student telephones. Please call direct whenever possible. Dormitory numbers are supplied with housing information.

- Mail Service to Students Saint Leo College
Saint Leo, Florida 33574
- Express Saint Leo College
San Antonio, Florida 33576
- Freight Saint Leo College
San Antonio, Florida 33576
- Air Travel Tampa, Florida
- Rail Travel San Antonio, Florida
- Bus Travel Dade City, Florida
- Car I-75 to State Road 52 (East) or
U. S. 301 to Dade City (West)

ACADEMIC CALENDAR

First Semester 1970-71

Monday, August 31

Students Arrive

Tuesday and Wednesday, September 1-2

New Student Orientation

Wednesday, September 2

Registration

Thursday, September 3

Classes Begin

Monday, September 7

Labor Day—No Classes

Tuesday, September 8

Classes Resume

Monday, September 14

Last Day to Change Classes or
Register Late

Thursday, October 22

Advisory Grades Due

Friday, October 23

Scholarship Convocation

Friday, October 30

Last Day to Withdraw from College or
Drop Courses Without Academic
Penalty

Wednesday, November 25, Noon

Thanksgiving Holiday Begins

Monday, November 30

Classes Resume

Tuesday, December 1

Registration Begins

Thursday, December 10

Registration Ends

Friday, December 11

First Semester Classes End

Monday Through Friday, December 14-18

Final Exams

Saturday, December 19

Residence Halls Close at Noon

Monday, December 21

Final Grades Due

Second Semester 1970-71

Sunday, January 3

Residence Halls Open for New Students

Monday, January 4

Registration

Residence Halls Open for Returning
Students

Tuesday, January 5

Classes Begin

Monday, January 11

Last Day to Remove Incompletes
From Semester I

Wednesday, January 13

Last Day to Change Classes or
Register Late

Tuesday, February 23

Advisory Grades Due

Friday, February 26

Scholarship Convocation

Saturday, February 27

G. R. E. Tests

Tuesday, March 2

Last Day to Drop Courses or Withdraw
From College Without Academic
Penalty



Tuesday Through Wednesday, March 2-3
Sophomore Comprehensives

Thursday, April 8
Easter Holidays Begin

Monday, April 12
Classes Resume

Wednesday, April 14
Second Semester Classes End

Thursday Through Wednesday, April 15-21
Final Exams

Thursday, April 22
Final Grades Due

Thursday, April 22
Residence Halls Close Except to Seniors

Sunday, April 25
Baccalaureate and Commencement

May Session 1971

Sunday, May 2
Residence Halls Open
Registration

Monday, May 3
Classes Begin

Tuesday, May 11
Last Day to Withdraw From College
Without Academic Penalty

Monday, May 17
Last Day to Remove Incompletes
From Semester II

Friday, May 28
May Session Classes End
Grades Due

Saturday, May 29 Noon
Residence Halls Close

Summer Session 1971

Saturday, June 26
Residence Halls Open

Sunday, June 27
Orientation and Registration

Monday, June 28
Classes Begin

Friday, August 6
Summer Session Classes End
Grades Due

Saturday, August 7, Noon
Residence Halls Close

The Campus Scene

The History and Philosophy of the College

Saint Leo College is a Catholic, coeducational, liberal arts institution offering a four-year program leading to the degree of Bachelor of Arts. It is a young college but its roots lie deep in the past.

The Benedictine monks who founded the College have long been known as educators. In the sixth century Saint Benedict of Monte Cassino established a tradition of monasticism which strongly influenced the preservation and passing on of the heritage of Western civilization.

Saint Leo College itself traces its own history back more than three quarters of a century. On June 4, 1889, the Legislature of the State of Florida granted that the Order of Saint Benedict of Florida "shall have and possess the right and power of conferring the usual academic and other degrees granted by any college in this state."

The aim was to provide for the young men of the local area, especially for the Catholic youth, an education of high quality. The school was known as Saint Leo Military Academy in its early days, but its name was changed to Saint Leo Preparatory School in 1930. Fully accredited, it offered a program of excellence not only for college-bound students but also for those for whom its program was terminal.

By midcentury the Benedictines of Saint Leo decided to carry the development of the institution into higher education. In 1956 the lower division of Saint Leo College was established and, meeting all standards of state junior colleges for the Associate of Arts degree, it opened its doors in 1959 to both men and women. The four-year program was introduced in September of 1963, and in April of 1967 the College awarded its first Bachelor's degrees to a charter class of sixty-four graduates. Full accreditation was granted by the Southern Association of Colleges and Schools on November 29, 1967.

As the College developed, a summer institute was added in 1965, and a May session and summer workshops were introduced in 1967. The structure of the College was reorganized and control vested in an expanded Board of Trustees in January, 1969.

The basic purpose of the College is to provide opportunities whereby its students may work toward a liberal education and, as a result, come to understand themselves and their relationships with other men, the world, and their Creator.

To this end, its curriculum is structured in seven broad areas: The Division of Philosophy and Theology, the Division of Literature and Language, the Division of Fine Arts, the Division of Natural Science and Mathematics, the Division of Social Science, the Division of Business Administration, and the Institute for Creative Teaching. These fields are offered not merely as units in themselves but rather as interrelated areas of knowledge contributing to the development of the whole man.

As a Catholic institution, the College attempts to assist its students in formulating their values on a Judeo-Christian foundation. At the same time, the Saint Leo community is pluralistic, and its faculty of diversified background and viewpoint generates a stimulating intellectual atmosphere conducive to the attainment of its goals.

The College believes that the opportunity for higher education should be afforded to as many as possible. Therefore, its admission standards allow not only for those students who have had academic success, but also for those whose past performance may not have been outstanding but whose potential is promising. However, Saint Leo does strive for high standards in its courses and does expect specific performance levels of its students. A distinctive mark of the College is the conviction that by dedicated teaching and personal interest its administration and faculty can inspire motivation and achievement in its students.

The atmosphere of residential living, the relative smallness of the student body, and the Benedictine spirit of community afford a continuous opportunity for close relationships and associations between faculty and students outside the classroom setting. This environment is enhanced by the College's emphasis on the involvement of all of its members in the determination and implementation of policies and regulations.

Within this framework, Saint Leo College believes that it offers its students unique opportunities for a liberal education.

The Campus

Central Florida, of which Saint Leo College is a part, enjoys the many natural advantages which attract people to live, work, and retire in this region. The location is unique in that the pleasing rural atmosphere of the citrus groves, lakes, and beaches can be exchanged in about a half an hour by car for the surroundings of two nearby metropolitan areas.

Between the two small cities of Dade City and San Antonio lies the campus of Saint Leo College, its rolling hills and richly wooded grounds covering an area of 1,100 acres. The campus edges on beautiful Lake Jovita, a large spring-fed lake which provides the best in swimming, skiing, and boating for the College and the surrounding communities. In addition, the campus includes a large 18-hole golf course covering 100 acres along Route 52, a carefully tended aviary displaying a variety of tropical birds, numerous athletic fields and courts, and ample parking facilities.

Campus buildings unite the tradition of the past with the objectives of modern education through a pleasing combination of Spanish Florida baroque and contemporary architecture. The landmark of Saint Leo College is the Abbey Church tower, whose belfry chimes on the quarter hour may be heard at a distance and lend an air of serenity to the campus. Besides the Abbey Church, on the main quadrangle is Saint Leo Hall, Saint Francis Hall, and Saint Edward Hall in which many classes and offices are housed.

Even the eye of the traditionalist, though, must note immediately with pleasure the modern design of many new buildings on either side of the quadrangle which provide classroom, laboratory, residence, dining, and recreational facilities. A \$6 million development program is under way on the campus to provide new academic buildings, promote faculty development, increase student aid and endowment, and renovate existing facilities.

Outstanding among the newer buildings is the *Julia Deal Lewis Hall of Science*, a three-story building occupied in 1968 by the Division of Natural Science and Mathematics. Besides faculty offices, classrooms, and the Divisional Library, the Department of Physics is located on the ground floor, and its facilities include two large physics laboratories, an isotope laboratory, and an electrical room. The Audio-Visual Technology Department is also located on this floor.

The Department of Biology occupies the second floor, and in addition to a faculty office, biology, mathematics and psychology classrooms, there is a psychology laboratory, three biology laboratories, a faculty-student research laboratory, a darkroom, an animal room, preparation and collection rooms, and instrument rooms. A small greenhouse is also located at the second floor level.

The Department of Chemistry is located on the third floor, and its facilities include a faculty office, classrooms, three laboratories for general, organic, analytical and physical chemistry, an instrumentation laboratory, faculty-student research laboratory, darkroom, balance room, stock and preparation rooms, and a drafting room.

The *William G. and Marie Selby Demonstration Auditorium* adjoins the Hall of Science at the ground and second floor levels. It is a modern teaching auditorium with tiered seating and closed-circuit television.

Opposite the Julia Deal Lewis Hall of Science at the main entrance of the College, is the *Reception Center*. Joined by a patio and Campus Directory are the Office of Records and the Office of Admissions, which together provide maximum service to visitors, students, faculty, and staff.

Nearby *Crawford Hall* provides numerous general classrooms.

The *William P. McDonald Student Center* forms a hub of campus social activities and provides dining as well as recreational facilities. The campus store, the bookstore, and the Post Office are located on the ground floor, as well as a snack-bar and patio area, both popular places for student gatherings. In addition to a main dining hall on the second floor, Duncan Lounge, Lions Lounge, and the Kent Room provide facilities for on-campus special events, such as concerts, lectures, films, and art exhibits. Significantly, the Center provides an informal climate for the casual meeting of students with faculty outside their scheduled classes.

Between McDonald Student Center and Crawford Hall is a *Gymnasium* and adjoining *Auditorium*. Located here are faculty offices, the Security Office, music practice rooms, a listening room, and the theatre.

The recently completed *Activities Center* is a teaching-physical education facility. The main gymnasium will also be used for lectures and other educational events. A large heated outdoor swimming pool, bowling alleys, physical education classrooms, athletic training rooms, a dance studio, and a sauna bath are included in the facilities.

In close proximity to the Activities Center is the *Recreation Center*, more commonly known as the *Cage*, which provides another popular meeting place for students, and furnishes such facilities as billiards and other games, a TV room, and a snack-bar.

The Saint Leo College *Library* furnishes reading and study areas grouped around its comprehensive collection of books and reference material. The Library holds the famous Father Jerome Collection of Floridiana, the Father Vincent Collection of recordings from the Golden Age of Grand Opera, and the Archives of Saint Leo College. Also, a xerox room located on the second floor is available for student use.

Returning to the quadrangle, one is reminded of the Spanish Florida influence in the baroque architecture of *Saint Francis Hall*. On the first floor are the offices of the President, Vice-President for Academic Affairs, the Vice-President for Development and Public Relations, the Director of Placement, the Director of the Institute for Creative Teaching, and the Director of Public Information. The second floor includes classrooms, a Language Laboratory, and the Office of the Director of Tutorial Services.

The Language Laboratory utilizes contemporary techniques in language instruction and is equipped with thirty booths each containing earphones, microphones, and tape decks. The tapes provide lessons in French, German, and Spanish. Practice in the laboratory, always integrated with classroom work, enables the student to become proficient in the aural-oral aspects of a language.

The Director of Tutorial Services organizes and directs the on-campus tutoring program.

Adjacent *Saint Leo Hall* is constructed of blocks made by the founding Benedictine monks. Located in Saint Leo Hall is the Finance Office, the Office of the Comptroller, the Business Manager's Office, and the Computer Center, in addition to residence facilities for men. Faculty offices are also located here.

Across the Mall is *Saint Edward Hall* which houses male students and the College Dispensary. It is also the Student Affairs Center housing the Office of the Dean of Student Affairs, the Director of Women, the Director of Men, the Director of Spiritual Life, the Director of Financial Aid, and the Student Government Association offices.

Office Building A houses faculty offices and the Office of Continuing Education.

Carmel Hall houses faculty offices of the Division of Philosophy and Theology, the Division of Social Science, and the Division of Business Administration.

Nearby Carmel Hall is the *Counseling Center* in which is located the offices and facilities used by the staff in providing psychological, academic, and professional testing and counseling.

Roderick Hall, Benoit Hall, Lee Marvin Hall, and the Villa, are new residence halls for men, while *Marmion Hall, Women's New Residence Hall, and Priory Hall* are new residence halls for women.

By the golf course is the *Golf Club House*, the headquarters for activities on the Saint Leo Golf Course.

The social calendar at Saint Leo is a crowded one, but one arranged with regard for the best academic interests of the students. The College is convinced that an essential part of maturity is the ability to adjust pleasure and serious responsibility into an agreeable, balanced pattern of living.

Recreation on the campus is stimulating and varied. Dances, lectures, musical programs, college theatre productions, spectator and participation sports, foreign and domestic films, teas and receptions, and a variety of choral groups are all part of the college scene. Greek Weekend, Winter Weekend, Homecoming, Parents Weekend, and Commencement are all exciting weekends.

Parents Weekend takes place once each semester. One weekend in the spring is designated for freshmen parents, while the other in the fall is for sophomore, junior, and senior parents. Among the many activities planned during the three and a half day weekend are the parents' attendance of classes with their sons and daughters, scheduled appointments with individual faculty members, and tours of various local attractions. A scholarship convocation honoring students on the Dean's List is held during each Weekend. Highlighting each Weekend program is a semi-formal President's Reception, Banquet, and Ball on Saturday evening.

Scholarship Convocations are held each semester during the Parents Weekend. This Convocation is the College's way of recognizing its honor students and of providing its other students with some feeling for the formalities and ceremony surrounding academic excellence.

March 21 is the *Feast of Saint Benedict*, founder of Western Monasticism and of the Benedictines. At Saint Leo College it is celebrated with a Concelebrated Mass. School organizations are represented in the celebration of the Feast and everyone is invited to attend.

The *College-Community Artist Series* is co-sponsored by the Fine Arts Division of Saint Leo College and the Dade City Music Club. This Series seeks to make the artistry of superior singers, musicians, and dancers available to the people of Pasco, Hernando, and surrounding counties. The Series is a non-profit undertaking and proceeds in excess of expenses are used for music scholarships for deserving young people in the Saint Leo College area. Among the artists who have appeared in this Series are the Singing Boys of Monterrey, pianist Leonard Pennario, Thor Johnson's Nashville Little Symphony, Metropolitan Opera soprano Lillian Sukis, the Lubeck Choir of Lubeck, Germany, Preservation Hall Jazz Band, and the National Opera Company.

The *Art Exhibition Program* is a continuous showing of paintings in the Duncan Lounge. Each showing usually lasts about two weeks, during which time faculty and students participate in exhibitions. Senior art students hold their own show and various exhibitions are brought to the campus from off-campus showings.

The *Theatre Program* is responsible for the on-campus production of four plays every year.

The annual *Greek Weekend* is sponsored by the Inter-Fraternity-Sorority Council and colorfully symbolizes the brotherhood of man through sports events, social activities, dances, and concerts. Highlights of the Weekend include the marathon torch race, a chariot race, a motorcade, and the lighting of the bowl. The "crowning event" is the selection of the Greek Goddess.

The *Concert Program* sponsors concerts given by the College Choir, the Glee Club, the Oratorio Chorus, and the Wind Ensemble. Music recitals are also held, with performances given by junior and senior music students of the College.



Admission To Saint Leo College

Admission Eligibility

Policy and Regular Entrance Requirements

The admission policy of Saint Leo College is governed by the general principle that the student who applies and is accepted possesses the ability to do college level work. Admission is open to any qualified applicant regardless of creed, race or national origin.

The basic requirement for admission to Saint Leo College is graduation from a secondary school. Satisfactory scores on the Scholastic Aptitude Test and positive recommendation from the high school guidance counselor are also required.

Students seeking admission to the freshman class must present evidence of graduation from high school with 16 units, including the following:

English	4 units
Mathematics (Algebra and Geometry)	2 units
Natural Science	1 unit
History	1 unit

Not more than 4 units in vocational and/or non-academic subjects may be included in the minimum of 16 high school units required for entrance to college.

Applicants receiving satisfactory scores on the General Education Development (GED) Tests may be admitted on the presentation of a State High School Equivalency Diploma.

Early Admission

Saint Leo College will accept candidates for early admission from schools which officially approve of this policy and whose programs of study are satisfactory.

No student will be admitted unless he is highly recommended by the principal of the high school.

Students are required to take the College Board Scholastic Aptitude Test and those College Board Achievement Tests which the College has recommended. They will not be considered for early admission unless the test scores are satisfactory. Satisfactory will mean a score of better than 600 on each of the College Board Scholastic Aptitude Tests and score of better than 600 on the achievement test on English Composition.

Students may be admitted at the end of their third year of high school. Early admission students will be classified as regular students of the freshman year. However, full college credit will be allowed only after the student has completed the sophomore year.

Advanced Placement

Saint Leo College invites applications from students who have taken College Board Advanced Placement Examinations. The College will evaluate the results of these tests with the possibility of offering both college credit and advanced placement. Students with scores of 3 (creditable), 4 (honors), and 5 (high honors) will be considered for credit (awarded only at the end of the first scholastic year) as well as for advanced placement.

Junior College Graduates

Junior College students who have followed a college-parallel program and who will receive the Associate of Arts degree are eligible for admission.

Saint Leo College will also accept the A.A. and A.S. degree in Police Administration in its entirety if the student seeks a Bachelor of Arts degree in sociology or psychology.

Transfer Students

A student is classified as a transfer student if he has previously registered at any other college or university regardless of the amount of time spent in attendance or credit earned.

Only courses which are equivalent to those offered at Saint Leo College and in which the student has earned a grade of "C" or better are considered for transfer.

Military Service Credits

Saint Leo College recognizes United States Armed Forces Institute (USAFI) self-study or group-study courses if they are equivalent to courses offered at the College.

Credit will be granted for completion of USAFI College Level Examination tests at the discretion of the Dean of Records and Admissions.

The College grants credits for military service or for military schools attended or Army Extension Courses completed while in the service, provided they are equivalent to courses offered at the College.

Foreign Students

Saint Leo College does not provide facilities to teach foreign students the English language. Therefore, the foreign student must prove to have sufficient knowledge of English to enable him to pursue a full course of study for credit. Acceptable proof of knowledge is a satisfactory score on the Test of English as a Foreign Language, which is given quarterly by the Educational Testing Service at various testing centers around the world for a fee of ten dollars (\$10.00).

Special Students

The College is prepared to admit a limited number of qualified applicants who wish to take selected courses for credit, but who do not wish to study for a degree at Saint Leo. Such applicants must submit evidence of graduation from a secondary school. A student in attendance at another college may present a statement from his Dean that he is in good standing and has permission to pursue courses at Saint Leo. A special student is subject to the same academic regulations and discipline as other students. However, he is charged for courses at the rate of \$47.00 per credit hour, plus any special fees related to his particular courses.

Re-Admission

A student who voluntarily or involuntarily withdraws from the College loses degree-seeking status. It is therefore necessary for a student who wishes to return to the College to re-apply through the Office of Records. If a student has attended another institution during his absence from Saint Leo College, it will be necessary to have all his academic credentials sent to the Records Office.

Degree-Seeking and Non-Degree-Seeking Students

An applicant seeking admission to the College applies as a degree-seeking student or as a non-degree-seeking student (special student). The candidate may apply as a full-time or part-time student. Following admission to Saint Leo College, non-degree-seeking students may apply for degree-seeking status through the Office of Admissions.

Admission Procedures

Application forms may be obtained from the Office of Admissions, Saint Leo College, Saint Leo, Florida 33574.

A student must have the following material filed with the Admissions Office before the registration deadline of the session he is planning to attend:

1. Completed application form, including high school guidance counselor's recommendation.
2. A \$10.00 application fee, which is neither refundable nor applicable against school fees.
3. An official transcript of high school credits, or GED diploma, sent directly from the high school to the Office of Admissions. Students who have completed two years of college work need not submit a high school transcript.
4. Scores on the College Entrance Examination Board (CEEB) Scholastic Aptitude Tests. (Information on testing dates and location of testing centers can be obtained from high school counselors or directly from College Entrance Examination Board, P. O. Box 592, Princeton, New Jersey 08540).

5. An official transcript of courses taken at each college which he has attended.
6. A statement from the previous college that he is in good standing and eligible to return.
7. Medical form to be completed by the student's physician.
8. A recent black and white photograph.

Evaluation of the Applicant

If the application forms and other required records of the applicant are complete and in proper order, the application will be submitted to the Admissions Committee for evaluation. Final acceptance of each applicant will be determined by the Director of Admissions. Acceptance of admission by the transfer student is regarded as acceptance of the evaluation of credits for transfer. Appeal may be made to the Admissions Committee through the Director of Admissions.

Financial Information

EXPENSES

Tuition and Fees

The cost of attending Saint Leo College in 1970-71 for two semesters is \$2,520.00.

	1st Semester	2nd Semester	Total
Tuition	700.00	700.00	1,400.00
Residence Expense	560.00	560.00	1,120.00

Residence Expense includes room, board, linen and laundry, accident insurance and minor dispensary needs, and student publications. Rooms with air-conditioning and other conveniences are \$30.00 to \$50.00 per semester more.

Course and Laboratory Fees

Introductory courses in science per course \$15.00 each session
 Advanced courses in science per course 25.00 each session
 Art: Ceramics per course 25.00 each session
 Music: Private Instruction per course 50.00 each session

Note: Instruments are available for rental through the Division of Fine Arts.

Typing (non-Secretarial Science students) per course \$15.00 each session
 Internship per course 50.00 each session*

*Note: Student provides his own transportation.

Special Fees

Application (payable once, non-refundable)	\$10.00
Orientation (all new students)	25.00
Tuition for part-time students (per credit hour)	47.00
Late registration	10.00
Deferred examinations	
Final	10.00
Mid-term	5.00
Change of courses (drops, drops and adds)	10.00
Overload—in excess of 18 credit hours, per credit hour	47.00*
(Applicable after September 21, 1970 and January 20, 1971)	

*Note: When a student is required to take in excess of 18 hours by the Divisional Chairman or Institute Director provision may be made to absorb the excess cost upon written permission of the Vice-President for Academic Affairs.

Credit by examination (per course)	\$50.00
Graduation	35.00
Transcripts (after first one)	2.00
I. D. Cards (after first one)	2.00
Motor vehicle registration and parking	15.00
Room key deposit (refundable)	5.00
Residence hall room changes (after first change)	5.00

Payment Schedule

First Semester

Date	Fee	Amount
With application	Application Fee	\$ 10.00
Upon acceptance or prior to July 1st for a returning student	Reservation Fee	100.00
August 15th	Deposit	500.00
Before registration	Balance due	760.00-810.00*
October 1st	Lab and special fees	As billed

*Depending on housing cost

Second Semester

Date	Fee	Amount
December 1st	Deposit	500.00
Before registration	Balance due	860.00-910.00*
February 1st	Lab and special fees	As billed

*Depending on housing cost

Post Office Boxes

Box rental for the school year is \$2.80 and is payable at the U. S. Post Office located in MacDonald Center.

Deferred Payment

All financial obligations must be completed before a student registers for courses. Students who are interested in a deferred payment plan may write to the Finance Office for information concerning commercial financing plans. These programs allow the student to borrow money to met his educational expenses and repay it on a time-payment basis. Application must be made before August 1st.

Refund Policy

It is the responsibility of the individual in case of withdrawal from the College to make formal application through the Records Office before any refund of tuition will be made. Refunds are determined not according to the amount already paid, but according to a percent of total money payable in the semester in which the student withdraws. Any student asked to withdraw from the College for disciplinary reasons will receive no refunds.

Room fees are not refundable. Laboratory and special fees are not refundable.

Refunds are made on the following schedule after deductions for non-refundable amounts:

Within the first week after arrival	80 percent
Within the second week after arrival	60 percent
Within the third week after arrival	40 percent
After three weeks	No refund

Note: Students drafted in the Armed Forces have refunds pro-rated after non-refundable amounts have been deducted.

Financial Responsibility

No transcripts, letters of recommendation, certificates of attendance, or any other official documents will be made available for any student with financial indebtedness of any kind to Saint Leo College.

Personal Property

The College is not responsible for loss of, nor for damage to, the personal property of students. Ordinarily the insurance carried by a parent automatically provides for this or can be extended for this purpose.

Students are encouraged to establish bank accounts at a local bank. They may deposit surplus funds with the Bursar upon occasion.

STUDENT AID

Eligibility

Any student is eligible to apply for scholarships and loans. The primary basis on which the selection is made is financial need, although character and academic record are also considered. Renewal of financial aid is determined by academic progress, continued financial need, and meeting the specific criteria of special awards. Each student must renew his application each school year. The deadline for receiving financial aid applications is May 15th of each year.

Federal Programs

The College participates in the following federal programs which require the filing of a Parents' Confidential Statement to the College Scholarship Service, Princeton, New Jersey.

National Defense Student Loan Program. This program provides loans up to \$1,000.00 per year or \$5,000.00 during the entire period the student is enrolled in college. Repayment of the loan begins the first day of the ninth month after the student has discontinued his formal education or has graduated. The rate of interest is 3 per cent simple interest, beginning with the time repayment becomes due. The repayment period is ten years. However, if the recipient teaches as a full-time teacher in a public or non-profit private elementary or secondary school, or in an institution of higher learning, 50 per cent of the loan may be forgiven at the rate of 10 per cent for each year he teaches in these schools. If the recipient teaches as a full-time teacher in a school certified to be for children of primarily low income families, the entire loan may be cancelled at the rate of 15 per cent per year for each year he teaches. Recipients who are members of the Armed Forces of the United States, the Peace Corps, or Vista may have their repayment suspended for a period of three years or for the time spent in one of these organizations, whichever is the lesser time. To qualify for a National Defense Student Loan, the applicant must be a citizen of the United States, be in financial need, and carry at least twelve hours of academic credit. The applicant is required to sign an oath of allegiance to the United States.

Educational Opportunity Grants. This program provides funds of \$200.00 to \$1,000.00 from the Federal Government, with the equivalent from the College in the same amount. The matching funds from the College may be grants, work scholarships, and loans (either College or National Defense Student Loan). To qualify for an Educational Opportunity Grant, the applicant must be in exceptional financial need, show academic or creative promise, be a citizen of the United States, and unable financially to attend college without this grant.

The College Work-Study Program. This program is similar to the Saint Leo Work Scholarship Program. By law, the recipient may not work more than fifteen hours per week when classes are in session and forty hours per week when classes are not in session. Payment for work done is on an hourly basis. To qualify, the applicant must be from a low or medium income family, a citizen of the United States, capable of maintaining good standing in his course of studies, and accepted as a full-time student in the College.

The College also participates in the following federal programs:

Guaranteed Loan Program. This program is for subsidizing the educational expenses of students whose financial means do not match the expenses of attending college. A student may borrow up to \$1,000.00 per year, with a total maximum of \$7,500.00. The borrower from a family with an adjusted income of less than \$15,000.00 a year pays no interest while he is attending college. The Federal Government will pay the full interest charged on this loan while the student attends school, and prior to the beginning of the repayment period. If the family's adjusted income is more than \$15,000.00 per year, the student can still borrow money at the low rate (seven per cent simple interest), secured by the Federal Government, but he must pay the entire interest on the loan. Principal to be repaid within five to ten years, beginning nine months after graduation. To make application for a Guaranteed Loan, the student should apply to a Commercial bank, mutual savings bank, savings and loan association, credit union, or other eligible lending agency in his home community. Additional information and an application may be obtained by writing to the State Office of the state in which the student resides.

Federally Insured Loan Program. This program was instigated for Florida because of the depletion of funds in the United Student Aid Funds Program. The benefits of this program are the same as those listed above under the Guaranteed Loan Program. To make application for a Federally Insured Loan, the student should obtain an application from participating banks, savings and loan associations, credit unions, college, or by writing to: Director, Higher Education, Region IV, Office of Education, DHEW, 50 Seventh Street, N.E., Room 404, Atlanta, Georgia 30323.

United Student Aid Funds, Inc. Under this program, a student may borrow up to \$1,500.00 per year. Repayments begin the first day of the tenth month after the student discontinues school. The rate of interest is 7 per cent simple interest. Under the Higher Education Act of 1965, the U. S. Commissioner of Education will pay the lending institution the 7 per cent interest on eligible loans while the student is in college and until repayment period begins. To make application for a United Student Aid Fund loan, the student should apply at his local bank or write to the Financial Aid Director of the College.

Veterans Administration

Veterans and dependents of veterans enrolled at Saint Leo College are eligible for training benefits by the Veterans Administration. Those planning to attend college should consult the local Veterans Administration Office before applying for admission and should then follow the regular admission procedure. V. A. benefits are paid directly to the student. In order to receive payment from the Veterans Administration, the student must fill out a special form, available at the Office of Records. Training time is designated by the Veterans Administration for each semester as follows:

- 14 or more semester hours full-time
- 10-14 semester hours three-quarter time
- 7-9 semester hours one-half time
- 1-6 semester hours less than one-half time

State Programs

Saint Leo College participates in the following programs.

Florida Student Loan Program. For students who have been Florida residents for three years. The loan must be repaid with 4 per cent interest over a 60 month period following college attendance. The maximum amount to be borrowed is \$1,200.00 per year.

Florida Regents Scholarship Program. The student must rank in the top ten per cent of high school seniors in Florida as judged by the state-wide 12th grade examination and his high school record is at least 3.5 on a 4.0 scale. This scholarship may be renewed annually as long as the recipient maintains a 3.0 average in college.

Florida Teacher Scholarship Program. Recipients are selected on the basis of a competitive examination. Recipients must be a resident of the State of Florida for at least one year. It is an award of \$600.00 per year in the form of a loan which may be cancelled by teaching in the State of Florida.

Local Programs

Dade City Kiwanis Club Scholarship. An award given to a Pasco High School graduate who exemplifies the ideals of a Kiwanian as to service and character.

San Antonio Jaycee Scholarship. An award given to a needy student of that community who has demonstrated academic ability and good civic responsibility.

Saint Leo College Programs

In addition to the above student aid, the following college grants are available.

Grants-in-Aid. Grants-in-Aid are outright gifts to students who have exceptional and superior qualifications and who will render a genuine service to the College.

Presidential Scholarships. The College provides Presidential Scholarships to sons and daughters of full-time employees of the College. This scholarship is for tuition only.

Saint Leo Work Scholarships. The College provides work opportunities for deserving students who have a particular talent which can be utilized for the benefit of the College. Students on a work scholarship may work up to ten hours per week and are paid on an hourly basis.

Saint Leo Athletic Scholarships. The College provides Athletic Scholarships for varsity basketball. Students interested in this should correspond with the Director of Athletics.

Abbot Francis Scholarship. To be used for a student who demonstrates the ideals and philosophies of Saint Leo College. It is a \$250.00 yearly award.

Alan R. Hart Scholarship. To be used for students who demonstrate need and academic ability.

Paul W. Resop Family Scholarship. A yearly scholarship to be used for a student studying for the priesthood in the Order of Saint Benedict of Florida.

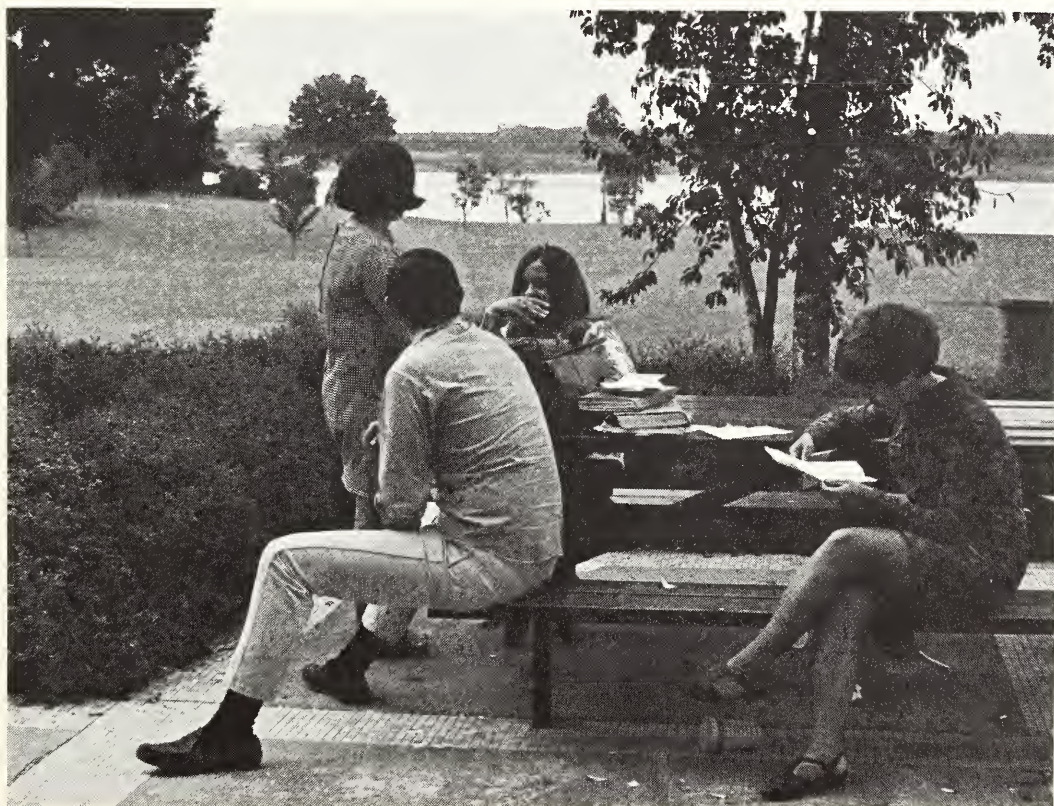
Student Organizations

Senior Class "Club 67". A yearly grant offered each year by the Senior Class to a needy and deserving senior.

Application for Financial Aid

Applications should be requested from the Saint Leo College Financial Aid Office, Student Affairs Complex, St. Edward Hall, P. O. Box "D," Saint Leo, Florida 33574. The application should be completed and returned to the same address by May 15th of each year.

A copy of the Parents' Confidential Statement, which may be obtained from a secondary school, Saint Leo College Financial Aid Office, or the College Scholarship Service, P. O. Box 176, Princeton, New Jersey 08540, should be completed and returned to the College Scholarship Service. Students are encouraged to file the PCS as early as January of their senior year of high school.



The Academic Program

The liberal arts curriculum of Saint Leo College is designed to enable a student to present himself as a person of culture and conscience in our time. To this end, the academic program first acquaints the student with the disciplines and philosophies of the major areas of human knowledge—the humanities, science, and the social sciences—and later allows him to pursue as a concentration the area of his interest and talent. Throughout, the program encourages the student to relate the vast aggregate of human knowledge with the principles of his chosen area of concentration in order to gain a knowledge of himself, a concern for others, and a perspective of his options and responsibilities in the modern world.

The academic program is flexible in many ways in order to allow the student enough freedom of selection to begin to satisfy his own enthusiasm. Faculty advisors work with each student to guide him in selecting the courses that will best contribute to his specific educational and vocational goals.

The Basic Studies Program

Saint Leo College places strong emphasis on a basic series of required studies, recognizing the need for its students to become acquainted with the major areas of human knowledge. The Basic Studies Program offers the student two major advantages: first, it provides a liberal exposure to the arts and sciences; and second, it provides sufficient time to develop an area of concentration particularly suited to his interests, needs, and talents.

While the Basic Studies Program requires study in each of the five academic divisions of the College, the pattern of study is in part designed by the student himself.

Each student is assigned a faculty academic advisor. If the student has already indicated interest in a specific area of study, he will be referred to the appropriate Division or Institute for academic advising.

Some modifications or rearrangement of the usual Basic Studies requirements may be made, at the discretion of the faculty advisor, in the case of a student who has decided to prepare for entrance into a professional school of medicine, law, nursing, or the like, or whose placement tests show superior background in a particular subject or subjects.

Ordinarily, most of the Basic Studies Program is completed by the end of the sophomore year, but for synthesis and academic maturation, the program extends throughout the student's academic career at the College.

Required areas of Basic Studies with the number of courses and credit hours for each are listed below:

English	2 courses.....	6 credit hours	↑2
Fine Arts	3 courses.....	9 credit hours	
Foreign Language	4 courses.....	12 credit hours	
Literature	1 course	3 credit hours	
Philosophy	3 courses.....	9 credit hours	
Physical Education	6 courses.....	6 credit hours	
Science & Mathematics	4 courses.....	12 credit hours	
Social Science	3 courses.....	9 credit hours	
Theology	2 courses.....	6 credit hours	

Considerable flexibility in choice in required areas of study can be seen in the following Basic Studies requirements.

The Basic Studies requirements in Fine Arts are as follows:

All students are required to take three courses, one each during the freshman and sophomore years and one during the junior or senior year. Two of these courses may be selected from the following: Art 121 Visual Fundamentals, FA 121 Introduction to Fine Arts, FA 123 Introduction to Film, FA 125 Introduction to Dance, MC 123 Introduction to Music, and TE 121 Introduction to Theatre. FA 121 may be selected as the first of the two courses; however, it may not be the second course. The third course may consist of either three activities courses or any other one of the Division offerings.

The Basic Studies requirements in Literature and Language are as follows:

EH 121 and 122. These courses must be taken during the freshman year. FLE 111, 112, 211, and 212, except for students in the Business program. These courses must be taken during the freshman and sophomore years unless an exception is mutually approved by the student's advisor and the Chairman of the Division of Literature and Language. One course in literature from among the following: EH 221, 222, 223, 224, 225, 226, 321, 322, and 422. This course will ordinarily be taken during the sophomore year.

The Basic Studies requirements in Natural Science and Mathematics are as follows:

BLY 121 Introduction to Biology, CY 121 Introduction to Chemistry, PS 121 Fundamental Principles of Physics, and MS 121 Fundamental Concepts of Mathematics. These courses should be taken during the freshman and sophomore years. With permission, students may elect to substitute certain other science and mathematics courses in place of these. Concentrators in the Division of Business Administration are required to take either MS 107-108 or MS 123 in place of MS 121. Concentrators in Biology, Chemistry, and Mathematics should refer to the requirements listed for the specific area of concentration.

The Basic Studies requirements in Philosophy and Theology are as follows:

PY 121 Introduction to Philosophy, required of all freshmen and one course in Philosophy required of all juniors and one course in Philosophy required of all seniors. One course in Theology required of all sophomores and one course in Theology required of all juniors.

The Basic Studies requirements in Social Science are as follows:

All students are required to take three courses offered in the Division of Social Science, one of these being a history course. One course must be taken during the first semester of the freshman year. The other courses must be completed before the senior year. EN 221 Human Growth and Development, from the Institute for Creative Teaching, and ECS 121 Principles of Macroeconomics and ECS 122 Principles of Microeconomics from the Division of Business Administration may be used to fulfill two of the required courses.

Physical Education

The Basic Studies requirements in Physical Education include a three-year sequence: PHE 101-102; 201-202; 301-302. A special three-year sequence is designed for the students who, for physical causes, are unable to take the required program: 103-104; 203-204; 303-304.

The following students are not required to complete this program:

1. Students with two years of military service
2. Students over thirty-five years of age

Students transferring with junior classification from institutions not requiring physical education must complete a one-year sequence in the Basic Studies Program.

Students transferring with junior classification from institutions requiring physical education must complete a one-year sequence in the Basic Studies Program.

A typical course of study may be seen in the following general design of the academic program:

Academic Area	First Year	Second Year	Third Year	Fourth Year
English	2 courses			
Fine Arts	1 course	1 course	1 course	
Foreign Language	2 courses	2 courses		
Literature		1 course		
Math-Science	2 courses	2 courses		
Philosophy	1 course		1 course	1 course
Physical Education	2 courses	2 courses	2 courses	
Social Science	2 courses	1 course		
Theology		1 course	1 course	
Concentration		2 courses	5 courses	5 courses
Electives		1 course	3 courses	3 courses

Junior College Program

An AA degree from an accredited Junior College satisfies all Basic Studies requirements of Saint Leo College except for two courses in philosophy, one course in theology, one course in fine arts, and one year of physical education.

In order to receive a BA degree from Saint Leo College the Junior College graduate must satisfy all the requirements of his concentration and must complete a minimum of 62 credit hours.

Concentration

In order to secure a concentrated focus on advanced work, the student usually selects his field of concentration before the completion of his sophomore year. However, he may begin his concentration as early as the first semester of his freshman year if he is certain about his educational and vocational goals. In fact, if he expects to enter the fields of medicine, dentistry, law, or a graduate school requiring extensive preparation in the natural sciences and mathematics, the student will save time by deciding early on his concentration. If he plans to teach, particularly in the secondary schools, he should not delay his decision beyond the first semester of his sophomore year in order to complete the required professional courses in education in the normal four year period.

Intensive study in a concentration usually begins in the first semester of the junior year. Prior to beginning his study, the student is assigned an advisor by the Chairman of the Division or Institute in which he is concentrating. Inasmuch as the interests, needs, and talents of each student may differ from those of any other, he may choose electives outside his concentration in individual conference with his advisor.

To insure both breadth and an appropriate degree of specialization, it is expected that the student will usually complete 36 hours in a concentration.

Students who plan to teach at the secondary level should complete, as electives, the professional courses in education in addition to all the courses required in their concentration.

The student must attain at least a 2.00 Grade Point Average in his concentration in order to graduate.

Fields of Concentration

Art	Mathematics
Biology	Music
Chemistry	Philosophy
Elementary Education	Physical Education
English and Literature	Political Science
French	Psychology
German	Sociology
History	Spanish
	Theatre

While no specific concentrations in Business are offered, a student may follow a general business program leading to a Bachelor of Arts degree.

Lectures

Periodically a guest lecturer, distinguished nationally or internationally for his achievement, vision, and leadership in some field of knowledge or endeavor, is invited to give lectures on the Saint Leo College campus. These special guests of the College hold seminars for the students and faculty.

Senior Seminar

The divisional Senior Seminar is required of all seniors. Its purpose is to assist the student in ordering and integrating the knowledge he has acquired in his concentration. Further, the seminar increases the student's awareness of insights discovered by other students in the same concentration, thereby sharpening his own understanding. Both through the discussions of problems and issues and through research under the leadership of responsible professors, the seminars serve as a basis for further inquiry and for clarification of the student's special area of study.

Flexibility

Because the academic program is student-centered, it is flexible in order to meet individual differences in background and purpose. In general, the program's flexibility provides the student with several areas of academic option:

Advanced Placement — High school students scoring high on the College Board Advanced Placement Examinations may be admitted to the College as freshmen at the end of their third year of high school. In addition, students of special ability or background may waive certain lower level courses and replace each with a higher level course.

Credit by Examination — Full-time students with a Grade Point Average of at least 2.50 may receive credit in courses outside their concentration by successfully completing a comprehensive examination.

A student may not take more than one-third of the courses required for graduation by correspondence, credit by examination, or extension.

Independent Study and Research — All students upon consent of the Divisional Chairman or Institute Director may embark on such a program of independent study and research in their junior and senior years. These courses are 329 and 429 and may be repeated for credit provided the student has a 2.50 Grade Point Average.

This independent study and research may take the form of library research through a directed reading program, an action research program in education or social sciences, or a formal laboratory research program in the sciences.

Comprehensives

Comprehensive examinations are required of each student. They are in a constructive sense, an aid to self-examination and evaluation.

Sophomore Comprehensives. At the end of his sophomore year, each student must take both an oral and a written comprehensive examination as part of the requirements for achieving junior status. The written examination is designed to evaluate the student's achievement in the Basic Studies Program. The oral examination is primarily a self-evaluation session with three faculty members during which the student gives evidence of his growth and readiness to pursue successfully junior and senior studies.

Senior Comprehensives. This may be the GRE, the NTE, or such other evaluative measure as may be selected by the Vice-President for Academic Affairs.

Preparation for Professions

Saint Leo College is primarily a liberal arts institution. However, basic pre-professional courses leading to graduate study or to entrance into professional schools are offered in a number of fields: law, medicine, dentistry, osteopathy, nursing, social work, and others.

The student who expects to use the liberal arts as a foundation for more specialized study at another institution is advised to consult the advisor in his special field of interest for a suggested outline of required subjects, and also to consult the catalogue of the institution at which he intends to continue his studies. Requirements are fairly uniform within a given field, but vary somewhat among professional and graduate schools.

In some instances there may seem to be a conflict between the Basic Studies requirements of the freshman and sophomore years and the courses which must be completed in the pre-professional sequences. In such cases, appropriate adjustments are made to permit the student to meet the requirements of the pre-professional area.

Department of Secretarial Science

The general admission requirements of Saint Leo College must be met by students wishing to enter the Department of Secretarial Science.

Associate of Arts Degree in Secretarial Science

This two-year program is designed to develop competent secretaries for employment in the modern business world. The program provides not only for training in such skills as typing, shorthand, secretarial procedures, use of machines, indexing and filing, basic principles of accounting, but also for extending the student's background in the liberal arts.

Certificate in Secretarial Science

This one-year program is designed for students who have satisfactorily completed two years each of typing and shorthand in high school and who wish to further refine their skills but can devote only one year to college study.

Tutorial Services

Saint Leo College sponsors a Tutorial Service program free of charge for students desiring additional academic instruction. Honor students from the various disciplines tutor the individualized study programs under the auspices of the Director of Tutorial Services.

Interested students should contact the Director of Tutorial Services for additional information.

The Junior Year Abroad Program

Participation in the Junior Year Abroad Program is required of all students concentrating in German, although French and Spanish concentrators may participate at their option and are encouraged to do so. Saint Leo College sponsors the Junior Year Abroad program under the auspices of the Central College European Studies Program and other programs, which provide study of foreign languages and cultures in such institutions as the Universities of Vienna, Paris, and Madrid.

To be eligible the student must ordinarily have attained a 2.50 GPA and must have completed satisfactorily two years of college-level courses in language for which he is applying. He is not accepted into the program for less than one full year. He may expect to complete a minimum of thirty credit hours during his year abroad—twenty-six in the language and four elective credits in a non-language subject. He may thereby fulfill all course requirements for a concentration except FLE 431 and FLE 499 I & II, which must be taken at Saint Leo College upon his return. He must satisfy all other requirements of the College for the Bachelor of Arts degree.

Application to study abroad should be made early in the second semester of the student's sophomore year, usually not later than the last day in February. For further information consult the Foreign Language Coordinator.

The Vita International Study Center

The Luxembourg Program, sponsored by the Vita International Study Center, is a cooperative effort of seven participating United States colleges and universities to provide study abroad as an extension of campus study programs.

This program is designed especially for sophomores and juniors and students who meet acceptable standards of the registering institution are eligible. It is advised that application be made early in January or February for the following academic year since selection of applicants will be made in April. Saint Leo College is the registering institution in this area.

Credit is issued by the participating colleges and is transferrable. Participating colleges are fully accredited by the North Central Association of Colleges and Secondary Schools and the Southern Association of Colleges and Schools.

For further information the student should contact the office of the Vice President for Academic Affairs.

May Session Abroad

In addition to the Junior Year Abroad Program and the Vita Program, Saint Leo College participates in another overseas study program during the May Session. In 1969 the first of these study trips was made to Europe, with academic credit offered for courses in Political Science. In 1970 study trips were made to the Soviet Union, to Central America, and to the Bahamas.

Academic Regulations

Registration

All students are registered for their courses during the registration period immediately preceding the fall and spring semesters.

Grading

Grading System

A	Excellent	4	quality points per credit hour
B+	Very Good	3.5	quality points per credit hour
B	Good	3	quality points per credit hour
C+	Above Average	2.5	quality points per credit hour
C	Average	2	quality points per credit hour
D	Below Average	1	quality point per credit hour
F	Failure	0	quality points per credit hour
I	Incomplete	0	quality points per credit hour
WP	Withdrawn Passing	0	quality points per credit hour
WF	Withdrawn Failing	0	quality points per credit hour
FA	Failure due to excessive absences	0	quality points per credit hour
U	Unsatisfactory	0	quality points per credit hour

Incomplete work ("I") will be counted as failure ("F") unless the work is made up within three weeks from the regular date of submitting grades.

Permits to take a make-up examination must be filed in the Records Office along with the appropriate fee in order to authorize a teacher to prepare a late examination.

Failures and Repeated Courses

Any course required for graduation which has been failed must be repeated as soon as possible. No failure can be removed by correspondence or by independent study.

A course which has been repeated successfully earns the average of the quality points of both attempts.

Grade Changes

A grade may be changed only by the faculty member administering the course. Set changes in grade are permitted only when a computational error was made. The student who feels that he has received an improper grade must notify the Office of Records immediately upon receipt of the grade. The Office of Records will then notify the faculty member of the problem. All grade changes must be made not later than three weeks subsequent to the posted date for submitting grades.

Grade Point Average

The grade point average (GPA) is determined by dividing the total of the quality points earned by the total academic credits attempted. The following example illustrates a grade-point average of 2.00 obtained by dividing 30 by 15.

Course	Sem. Hrs.	Grade	Hours Attempted	Hours Earned	Quality Points
FA 121	3	A	3	3	12
SH 111	3	B	3	3	9
CY 121	3	D	3	3	3
PSY 121	3	C	3	3	6
EH 121	3	F	3	0	0

Credit by Examination

Full time students with a grade point average of at least 2.50 may receive credit and quality points by successfully completing a comprehensive examination. Students must have prior consent of an instructor and pay a \$50.00 fee. To receive credit the student must achieve a grade of "C" or above. If the student fails, no grade will appear on his permanent record but record will be made of the unsuccessful attempt.

Veterans

Veterans must maintain a "C" average (2.00) in order to continue to be in good standing for Federal Aid. They must also keep in mind any regulations regarding changes in concentrations which may affect their standing.

Student Load, Audit, and Class Attendance

Twelve credits is the minimum course load which a student may take and still be considered a full-time student. Students may normally carry 16 to 18 credits. The permission of the Vice-President for Academic Affairs is required for those students who wish to take more than 18 credits.

When a student is required to take in excess of 18 credits by the Divisional Chairman or Institute Director provision may be made to absorb the excess cost upon written permission of the Vice-President for Academic Affairs.

Students may take one course for audit above the normal load with the permission of his advisor. Audit students must be regular in attendance and must make regular class preparation. No tests or examinations are required. No grade or credit is given. Fees are the same for both credit and audit courses.

Upon approval of the Vice-President for Academic Affairs the student may take the course for credit. A change from audit to credit will not be permitted after the first week of the semester.

The professor distributes an attendance policy in each of his classes and students are obliged to comply with it. The student's failure to accept this responsibility will result in his withdrawal from the course and a grade of "FA."

Drops and Adds

A student who registers for any course—audit or credit, required or elective—is expected to complete it. During the first week of a semester, the student may replace a course he has dropped by adding another, providing he meets the qualifications for it. The charge to drop one course and add another is \$10.00. This charge will not be levied when the change is the result of faculty counseling.

Each student has the prerogative of dropping a course until one week after the advisory grades have been submitted to the Registrar's Office. A student who withdraws during this period will receive a grade of "WP" or "WF". A student who withdraws after the deadline will receive a mark of "F" for any course which he drops.

If the withdrawal is not made officially, that is, by filling out a Withdrawal from Class Form obtained from the Records Office, the student's permanent record will carry an "F" for the course.

Scholastic Deficiency

A student whose cumulative grade point average falls below 2.00 will be placed on academic probation beginning with the next session's attendance. The College reserves the right to take remedial action by curtailing non-academic activities, changing curriculum, repetition of specified courses, or lightening course load.

Students will be dismissed from the College if they fail to attain a cumulative grade point average of 1.5 before the beginning of sophomore year; 1.7 before the beginning of junior year; 1.9 before the beginning of senior year.

Withdrawals from the College

If a student finds it necessary to withdraw from the College for any reason, he must do so officially to obtain honorable academic with-

drawal. Forms are available in the Records Office and the procedure outlined therein must be followed. Students who fail to carry out these procedures will receive a failure ("F") in all courses for the semester in which they withdrew. In such cases, the official withdrawal date for the permanent record will be the last day of the semester.

Since early withdrawal cannot be officially recognized until the student completes the procedures for withdrawal, there can be no refund of tuition or residence payments until such form is filed and receipted. The effective date of withdrawal will be the date the completed form is filed in the Records Office.

Classification of Students and Academic Standing

Students are classified according to the number of credit hours earned. Listed below are the requirements for the respective classifications:

- Freshman—a student who has less than 30 earned credit hours.
- Sophomore—a student who has at least 30 and less than 60 earned credit hours.
- Junior—a student who has at least 60 and less than 90 earned credit hours, satisfactory completion of the Sophomore Written and Oral Examinations, and acceptance into a concentration.
- Senior—a student who has at least 90 earned credit hours.
- Special—non-degree seeking students

Degree Requirements

To earn the degree of Bachelor of Arts the student must satisfy the following academic requirements:

1. Complete a minimum of 120 credits, exclusive of the credits for the basic studies in physical education.
2. Complete the Basic Studies Program.
3. Attain a cumulative grade point average of 2.00.
4. Complete all of the requirements of his division and of his concentration.
5. Attain a cumulative grade point average of 2.00 in his concentration.
6. Complete such comprehensive examinations as may be required by the College.

The student must also satisfy the following non-academic requirements:

1. Fulfill the residence requirements.
2. Complete six courses in physical education with a cumulative grade of "C".
3. Participate satisfactorily in four semesters of the student service program.
4. Satisfy all financial obligations.

Residence Requirements

Four academic years or eight semesters are ordinarily required to earn the Bachelor's degree. All students must be in residence (attendance) at least one full academic year immediately preceding their graduation and must complete a minimum of 30 hours at Saint Leo College.

Comprehensive Examinations

The Sophomore Comprehensives, both oral and written, are intended to assist in determining whether or not a student is prepared for upper division studies. They are required of all students before they may graduate.

The Senior Examinations are required of all students before they may graduate.

Application

Students must make formal application through the Records Office to graduate. A \$35.00 fee is required for graduation even if the student chooses not to participate in the commencement exercises. In order to provide time for the graduation committee to completely research the applicant's record, these applications must be submitted by the end of the first semester of the school year in which he expects to graduate.

The College has one formal graduation each year. Graduation is held immediately after the completion of the spring semester.

Honors and Awards

The Dean's List

At the end of each semester those students who have earned a semester grade point average of 3.25 or better are recognized by placement on the Dean's List. Each semester all students on the Dean's List are recognized at a scholarship convocation.

Graduation With Honors

The degree is conferred: *summa cum laude*, on students who have a cumulative index of at least 3.75; *magna cum laude*, on students who have a cumulative index of at least 3.5; *cum laude*, on students who have a cumulative index of at least 3.25.

Awards

The following awards are given to members of the graduating class:

1. *The Clara McDonald Olson Scholarship Award* to the graduating student earning the highest scholastic average and exhibiting the qualities of a true scholar. He must have attended the full four years.
2. *The John I. Leonard General Excellence Award* to the member of the graduating class who best embodies the qualities of character, scholarship, service, leadership, and general excellence for which Saint Leo College stands.

3. *The Abbot Marion Bowman Activities Award* to the member of the graduating class whose participation and leadership in extra-curricular activities have been of the highest order.
4. *The Robert Velten Student Service Award* to the member of the graduating class whose participation, cooperation, and example through all four years best typify the spirit of service encouraged through the unique Student Service Program of the College.

The Floreat Award

The award may be given at graduation by the Board of Trustees in recognition of distinguished benefaction to Saint Leo and to Catholic education in the State of Florida. Recipients are:

- 1961 Right Reverend Monsignor MacEachen
- 1962 Mr. Robert A. Brown
- 1963 Mr. Leo N. Hierholzer
- 1964 Mrs. R. Hill Bolling
- 1967 Mrs. Bertha Evans Brown



Student Life and Activities

College has been defined as a place where contemplation in search of meaning is the daily exercise, where teachers ponder the deep questions of life, and students learn the science and art of so doing. For all that, College is not just a preparation for a future full life; it is an experiment in living, a testing principle, a fulfillment in its own right. Saint Leo College sees as part of its own vision for its students the cultivation of religious reverence and duty, the pleasure of social contact, the stimulation of physical athletic exercise, the sharing of fraternal association, the development of courage to make decisions, the motivation to find the truth of the matter, and the awakening of civic pride and involvement.

In the broad area of student affairs, the College approaches student life as a means of fulfilling each student's need to be considered an adequate person and a worthy and responsible member of human society. Thus, this need for adequacy, worth, and responsibility is provided for in the various student programs: the religious program; the government and clubs program; the social and athletic programs; and the student service program.

At the heart of the education process should be the discovery and the development of worthwhile values by which men can live full lives. The study and pursuit of these values is not a one-time affair to be relegated to some one class or person. Rather, this study and pursuit must be continuous and must be a part of all activities which interpret the program. As the world contracts and the dimension of time displaces the dimension of space, and the borders of ideologies displace the borders of nations, our own pattern of democratic life is in jeopardy unless academic excellence is enriched by integrity and the perceptive concern which arises through the practice of working with others.

The College Student Life policies provide reasonable order in the life of the college community and serve as a basis for students to live in a free atmosphere. These policies further provide the opportunity for all members of the College to attain their educational objectives by protecting health and safety, maintaining and protecting property, and insuring the opportunity for students to participate in college activities outside the classroom.

The *Student Handbook*, published at the beginning of each school year, serves as a current guide to all students.

Counseling

At a college such as Saint Leo, it is a mistake to look for an administrative pocket marked "Counseling." No pocket is capacious enough to contain the actual counseling, overt and subliminal, organized and informal, which surrounds the student in his continual associations with the people who teach and guide him out of a genuine responsiveness to his needs. This is one of the ways in which Saint Leo College is both "small" and larger than many large schools.

As a definite program, the counseling system makes available to any student the informed attention of the Academic Vice-President, the Director of Men and the Director of Women, the Director of Spiritual Life, and the faculty advisor who helps him plan his course of study. Professors devote their time generously to personal conferences.

The Counseling Center also provides professional counseling for the student to probe more deeply into his personal adjustment as a student, his set of values, his interests, his vocational and career potential, and other personal matters.

Religious Life

Saint Leo College is an institution of higher learning dedicated to Catholic ideals. However, the College respects the conscience of each student in his religious beliefs and welcomes students of all religious beliefs who wish to attend.

Basic to the religiously oriented college is a hierarchy of values arrived at not only from the "way things are" but also from the "way things ought to be." From this point of view the religious life program of the College blends understanding with practice—understanding in knowing Judeo-Christian values and practice in living these values. In particular, the student is required to take courses in philosophy and theology as part of the general program of studies and is encouraged to participate fully in religious exercises as part of the Student Affairs Program.

Chaplains are assigned to residence halls for religious counseling. The student is encouraged to "drop-in" and talk with the Chaplain about religious matters, spiritual problems, or anything else which the student deems important to him.

Daily and Sunday Masses are scheduled for the convenience of students. Similarly, confessions are heard at convenient times and places. Members of other faiths are encouraged to attend services in their own churches in nearby Dade City.

Recreational and Athletic Program

Saint Leo College concerns itself not only with the intellectual and moral development of the student, but also with his physical health and recreational life. By active participation, the student tends to "reach out of himself" and to establish meaningful relationships with other students, faculty members, and members of the neighboring communi-

ties. The friendly spirit of the College—characteristic of small colleges—is conducive to this involvement with others. The recreation facilities at Saint Leo College include the Recreation Hall, the McDonald Center, the Student Activities Center (which includes eight lanes of bowling, a heated outdoor swimming pool, a two-court gymnasium, a dance studio, a weight room, and locker rooms for men and women), the lakefront, a track, tennis and handball courts, ball diamonds, basketball courts, a soccer-field, and touch football fields.

Since athletics makes its own special contribution, Saint Leo College requires each student to participate in the Physical Education Program. The purposes for required participation are to stimulate vigorous physical exercise, to promote physical health, and to encourage student interest in activities which have a recreational value and which form a basis for worthwhile use of leisure time.

Further, the College encourages students to apply the knowledge and skills acquired in the required program to the various activities of the Intramural Program. The Intramural Program is administered through the residence hall system, with each residence hall organizing teams to compete within itself and among other halls to determine the champion intramural teams. Awards and recognition are given to members of the winning teams and points accrue to the winning residence hall to determine the outstanding hall on campus. Presently the Intramural Program includes football, volleyball, softball, basketball, tennis, soccer, golf, billiards, table tennis, and water sports.

Saint Leo College also has an active and growing intercollegiate program. The Intercollegiate Athletic Program is open to all students who are eligible under the provisions established by the College and nationally accepted standards. At present, the intercollegiate teams at the College compete as independents. They are members of The National Collegiate Athletic Association and compete in the College Division. Sports in which intercollegiate teams are currently fielded are soccer, basketball, tennis, baseball, and golf. Among the opponents in major sports are Florida State University, the University of Florida, Duke University, Rider College, North Texas State College, and the University of Maine.

Student Government Association and Other Organizations

Through the Student Government Association and other campus organizations and through several publications, all students have many opportunities to express themselves responsibly, to cultivate their particular interests, and to form close relationships.

All students become members of the Student Government Association upon registration. As a segment of the political society in which we live, they are given the opportunity to learn and exercise the procedures of the larger society through this Association. Consequently, all students have their share in shaping their environment and in debating the issues of the day.

The elected members of the Student Government Association constitute the representative branch. It is organized to promote the general welfare of the student body and student organizations. It supervises, regulates, and coordinates student organizations.

Saint Leo College encourages student participation in its local Greek fraternities and sororities, and its academic, honorary, religious, service, special interest, and sports organizations.

Student Publications

The College sponsors a bi-weekly student newspaper, *The Lion*, a year-book, *The Golden Legend*, and a literary magazine, *The Encounter*.

Eligibility Rule

Officers of Student organizations must be free from academic or disciplinary probation. The Department of Athletics abides by the academic standards of the National Collegiate Athletic Association. All athletes must be free from disciplinary probation.

Student Service

The Student Service Program is unique to Saint Leo College. Under this program, the student performs various required assignments which form a part of his endowment to the College and to his own feelings of giving.

Participation in the Student Service Program is required of freshmen and sophomores, and is voluntary for juniors and seniors. The program is an opportunity for each student to contribute a share of his energy and talent to the well-being of the community for which he is a part; further, it is a fostering of that concern which leads to deeper involvement and commitment, qualities found in the educated man. Students are encouraged to continue in the voluntary Student Service Program for juniors and seniors.

The services rendered are as broad as the needs of the College. The student's engagement in its simplest form may take the pattern of community housekeeping responsibilities or it may run the gamut of campus activities from library and workshop to assistantships in sports or in residence halls, or dedicated involvement in campus activities. The very nature of service is qualitative—a thing of spirit rather than of matter; it cannot be measured adequately by quantitative means. This concept of service and involvement is integral to the total program.

Student Health Service

Saint Leo College maintains a dispensary that is supervised by a registered nurse. Minor illnesses and accidents are treated routinely at the dispensary. The nurse is in regular attendance daily and a physician is on call. Students who require more extensive medical treatment are referred to physicians in Dade City. Similarly, students who require bed-care are referred to Jackson Memorial Hospital in Dade City. Facilities of the hospital are at the disposal of the student who requires emergency treatment.

All full-time students are covered by health insurance which provides for reimbursement, within specific limits, for surgery and for medical and hospital expenses in case of hospitalization due to illness or accident. The coverage is in effect twenty-four hours a day, both on and off campus, through the academic year and includes school holidays as well as a reasonable time at the beginning and end of the school year for travel to and from the College.

All injuries, no matter how minor, should be reported. The students' cooperation is requested in the completion of all insurance forms; otherwise, students may find themselves being charged directly for those services which should have been applied to student insurance.

Residential Living

All new students are required to live on campus except those living with parents or those having special permission to live with close relatives who reside within a normal commuting distance. Married students must secure off-campus housing.

Any requests for exceptions to the above regulation should be directed to the Dean of Student Affairs.

Residential Living For Women

Women at Saint Leo College, with exception of those within commuting distance, live in several attractive college housing units: the modern *Women's New Residence Hall* and *Marmion Hall* are companion dormitories with a commanding and magnificent view of Lake Jovita and the campus orange groves; nearby is *Priory Hall*, a part of the new Priory. *Marmion Cafeteria* provides food service for the women's dormitories, and *Saint Scholastica Hall* affords a snack bar and recreation room in addition to accommodations for overnight guests.

All floors are staffed with Student Floor Directors. Assisting the Directors are Adult Area Coordinators. Rooms are planned almost entirely for double occupancy. Considerable attention is devoted to the selection of roommates who are likely to be congenial, and friends or acquaintances who ask to room together are given this privilege, when possible. Necessarily, though, the College reserves the right to make final assignments for newly enrolled students.

Linen and towels are provided weekly to each resident student. Students provide their own pillows and blankets.

Curfew hours for women are determined partially by the student's academic standing. In general, the closing hours for women's residence halls are as follows:

Friday and Saturday

Freshmen 2:00 a.m.
Sophomores, Juniors, and Seniors 2:00 a.m.,
except those students who are not on academic or disciplinary probation may regulate their own hours on Friday and Saturday.

Sunday through Saturday 11:00 p.m.
for everyone except second-semester Sophomores, Juniors, and Seniors with a minimum grade point average of 3.00 may regulate their own hours seven days a week.

All women twenty-one years of age or older may regulate their own hours.

Late permission beyond curfew may be granted to women students in good standing for nights other than Friday and Saturday. Women students must have permission from their parents to spend weekends off campus. Other regulations governing social privileges and conduct are explained in the *Student Handbook* and the *Residence Hall Manual*.

Residential Living For Men

Men at Saint Leo College, with the exception of those living within commuting distance, live in one of seven housing units: *Lee Marvin Hall* is a modern dormitory named for actor Lee Marvin who attended Saint Leo Preparatory School; picturesque *Saint Leo Hall* and *Saint Edward Hall*; new *Benoit Hall*; *Roderick Hall*; *Saint Charles Hall*, a part of the monastery; and *The Villa*, a small, experimental housing unit. *McDonald Center* provides the food service for the men's dormitories.

All floors are staffed with Student Floor Directors. Assisting the Floor Directors are Resident Chaplains.

Linens and towels are provided weekly to each resident student. Students provide their own pillows and blankets.

Friends and acquaintances who ask to room together are given this privilege if possible. Otherwise, considerable attention is devoted to the selection of roommates who are congenial.

There are no hours of curfew for men. Other regulations governing social privileges and conduct are explained in the *Student Handbook* and *Residence Hall Manual*.

Motor Vehicles on Campus

All students are eligible to register and use motor vehicles as long as they comply with the College traffic regulations. Vehicles must be registered with the Director of Safety. There will be a registration and parking fee of \$15.00 for the school year, payable to the College at the time of registration. Proof of insurance is a prerequisite for registration.

Conduct

Saint Leo College does not ordinarily act on a student's off-campus activities; however, the College does reserve the right to review off-campus behavior and may take action when a student uses the name of the College to falsify his position, or when he associates the name of the College with a cause not approved by the College.

Any student or student organization whose conduct, on or off campus, is damaging to the College's special interests as an academic community may expect disciplinary action.

Placement Services

The Saint Leo College Placement Office, located in Saint Francis Hall, offers a free but extremely valuable service to all students and alumni. The primary purpose of the Placement Office is to assist graduating seniors and alumni in choosing a career and locating desirable employment. In addition, assistance is offered to all students in obtaining part-time and summer employment.

Nationwide contacts are made by the Placement Office to arrange for representatives of business, industry, government agencies, and school systems to come to the campus for interviews.

A Placement Library containing recruiting literature and applications from a large variety of companies and reference materials on career planning is available to all students.

The Alumni Association

Established in 1967 by members of the charter class of the four-year College, the Alumni Association through its constitution is governed by a Board of Directors elected from the membership. Officers of the Association are elected annually by and from the Board. All graduates of Saint Leo College and recipients of honorary degrees are members of the Association. Former students who completed one year and whose entering class has been graduated are eligible for membership. Including the Junior College graduates of 1961 through 1964 and the senior College graduates of 1967 through 1969, membership in the Alumni Association now approximates 500. An Alumni Reunion is annually held on the campus. The Alumni Office, located in Saint Francis Hall, maintains the names and addresses of the alumni as well as all records of the Association.

Courses of Instruction

Following are descriptions of courses of instruction offered at Saint Leo College. Any courses, however, may be withdrawn from the schedule if insufficient enrollment or other factors warrant such action.

Lower division courses are numbered from 100-299. Upper division courses are numbered from 300-499. Normally upper division courses are available only to students who have completed the requirements for admission to upper division studies, although any student may take upper division courses upon written permission of his advisor.

Required courses at the 100 and 200 level should be completed in the freshman and sophomore years when possible.

Courses are offered at least once each academic year unless otherwise specified in the course description. The calendar year extends from September 1 to August 15. Some of the more specialized courses may not be offered except during the May Session or during the summer program.

The number of credits listed opposite the title of each course refers to the amount of credit granted each semester for the successful completion of course. In general, each hour of credit implies one hour of classroom work per week throughout the semester, except for laboratory courses.

The following chart indicates the concentrations or areas of study within each Division or Institute:

Division or Institute	CONCENTRATION or Area of Study
Business Administration	BUSINESS ADMINISTRATION, Economics, Secretarial Science
Fine Arts	ART, Fine Arts, Humanities, MUSIC, THEATRE
Literature and Language	ENGLISH, Speech, FRENCH, GERMAN, SPANISH
Natural Science and Mathematics	BIOLOGY, CHEMISTRY, Physics, MATHEMATICS
Philosophy and Theology	PHILOSOPHY, Theology
Social Science	HISTORY, POLITICAL SCIENCE, PSYCHOLOGY, SOCIOLOGY
Institute for Creative Teaching ...	ELEMENTARY EDUCATION, PHYSICAL EDUCATION

The following is a key to the symbols preceding each course number:

ACC — Accounting, ART — Art, BLY — Biology, CY — Chemistry, ECS — Economics, EN — Education, EH — English, FLE — Foreign Language, FH — French, FIN — Finance, GBA — General Business Administration, GN — German, HY — History, HS — Humanities, MGT — Management, MKT — Marketing, MS — Mathematics, MC — Music, PY — Philosophy, PHE — Physical Education, PS — Physics, PCL — Political Science, PSY — Psychology, SH — Spanish, SPH — Speech, SSC — Secretarial Science, SY — Sociology, TE — Theatre, TY — Theology.

THE DIVISION OF BUSINESS ADMINISTRATION

The Division of Business Administration, in cooperation with all other divisions, stresses education for the whole man. The Division specializes as needed to provide a basis for understanding the economic structure of our society. Those who enter the business world, the world of products and services, buying and selling, must be prepared to support all other segments of our society. The Division endeavors to prepare the student to accept his share of this commitment by placing the emphasis on education in its broader sense rather than in job training.

The Division of Business Administration offers a program leading to the Bachelor of Arts degree which follows the general pattern of the Basic Studies program described in the Academic Program. The student is expected to complete two semesters of Principles of Economics (ECS 121/122) and two semesters of Principles of Accounting (ACC 121/122) during the freshman and sophomore years.

BUSINESS ADMINISTRATION

The program in Business Administration is designed as preparation for graduate study in business, for careers in business and industry, and for admission to law school.

The following additional courses are required to complete the program in Business Administration: ECS 225; MKT 231, 433; MGT 241, 242; FIN 325, and FIN 331 or 477; ACC 326, 421; GBA 321, 431, 499; and four other elective courses within the Business Administration area.

ACCOUNTING

ACC 121 Principles of Accounting I 3 credits

Basic procedures, including books of original entry, ledger accounts, adjusting and closing entries. Three hours per week.

ACC 122 Principles of Accounting II 3 credits

Prerequisite: ACC 121. Preparation of financial and operating statements. Elementary accounting concepts and theories. Three hours per week.

ACC 221 Intermediate Accounting I 3 credits

Prerequisite: ACC 122. Principles underlying financial statements, including important ratios, capital structure and flow analysis. (Offered on demand.) Three hours per week.

ACC 222 Intermediate Accounting II 3 credits

Prerequisite: ACC 221. Short and long-term investments and liabilities; interpretation of accounting data. (Offered on demand.) Three hours per week.

ACC 322 Advanced Accounting 3 credits

Prerequisite: ACC 222. Special problems relating to the form of the business organization, consolidations, and insolvencies. (Offered on demand.) Three hours per week.

ACC 326 Managerial Accounting 3 credits

Prerequisites: ACC 122, ECS 122. A study of the use by managers of accounting data in planning and controlling business operations. (Offered Semester II only). Three hours per week.

ACC 421 Federal Taxes 3 credits

Prerequisite: ACC 122. A study of the federal income tax structure with emphasis on the taxation of individuals and corporations. (Offered Semester I only.) Three hours per week.

ECONOMICS

ECS 121 Principles of Macroeconomics 3 credits

The overview of the dynamics of the American economy. Emphasis on the Gross National Product and its components. Three hours per week.

ECS 122 Principles of Microeconomics 3 credits

A study of economic analysis concerning the factors at work in the marketplace. Three hours per week.

ECS 225 Business Statistics 3 credits

Prerequisite: MS 123 or MS 107-108 or permission of advisor. An introduction to probability theory and statistics with application to business affairs. Sampling and distribution theory; estimation; testing hypothesis; analysis of times series; index number; accuracy and error in the collection and reporting of data. Three hours per week.

ECS 366 Money and Banking 3 credits

Prerequisites: ECS 121, 122. The nature and function of money and credit in our economy and its effect on prices. Three hours per week. Offered Semester I only.

ECS 369 Evolution of Economic Thought 3 credits

Prerequisites: ECS 121, 122. A review of the development of economic theory and philosophy from its inception to the present. (Offered Semester II only.) Three hours per week.

ECS 423 Public Finance and Taxation 3 credits

Prerequisites: ACC 122; ECS 121, 122. A study and economic analysis of governmental expenditures, taxation, public debt, and monetary and fiscal policies; a critical examination of the use of National Income and Expenditure Accounts in the formulation of national economic plans. (Offered on demand.) Three hours per week.

ECS 424 Development Economics 3 credits

Prerequisites: ACC 122; ECS 121, 122, junior standing. Problems, policies, and dynamics of emerging nations. The relevance of economic theories of growth and development are examined within the context of the social and political environment of underdeveloped nations. Three hours per week. (This course may be offered during the May Session as an off campus [foreign study] course.)

ECS 471 Price Theory 3 credits

Prerequisite: ECS 121. Analysis of competitive and noncompetitive markets in terms of efficiency and resource use. (Offered Semester II only.) Three hours per week.

FINANCE

FIN 325 Principles of Finance 3 credits

Prerequisite: AC 222. An introduction to the fundamental concepts, including sources and uses of short-term and long-term funds. (Offered Semester I only.) Three hours per week.

FIN 331 Principles of Investment 3 credits

Prerequisite: ACC 122; ES 122; FIN 325 or consent of instructor. Survey of the risks and returns of investments made by institutions/individuals. Includes a critical examination of the capital markets as well as stock markets. (Offered Semester II only.) Three hours per week.

FIN 477 Risk and Insurance 3 credits

A survey of problems and coverages in the areas of fire and casualty, life and health fields. Includes a study of chance and pooling theory. (Offered Semester I only.) Three hours per week.

GENERAL BUSINESS

ADMINISTRATION

GBA 251 Principles of Electronic Data Processing 3 credits

Prerequisite: Junior standing or consent of the instructor. A study of information processing systems (hardware, software, and techniques) in sequential and real-time applications, and preparation of management systems programs in FORTRAN. Three hours per week.

GBA 321 Business Communications 3 credits

Business letters, reports, requests, and other methods of communication used in the business world. Three hours per week.

GBA 329 Independent Study and Research 3 credits

Prerequisite: Permission of advisor. An honors course designed to meet the needs of the exceptional student who wishes to pursue a particular subject at an advanced level.

GBA 429 Advanced Independent Study and Research 3 credits

Prerequisite: Permission of advisor. An honors course designed to meet the needs of the exceptional student who wishes to pursue a particular subject at an advanced level.

GBA 431 Business Law I 3 credits

Prerequisite: ACC 122. Fundamentals of contracts, sales, commercial paper, and business organizations; emphasis on the uniform commercial code and recognition of legal problems in the business world. (Offered Semester I only.) Three hours per week.

GBA 432 Business Law II 3 credits

Prerequisite: GBA 431. A continuation of GBA 431. (Offered Semester II only.) Three hours per week.

GBA 499 Senior Seminar in Business

3 credits

Prerequisite: Senior standing. Required one semester of the senior year. A seminar designed to put the entire course of study in perspective. A research paper of significance is usually required. Three hours per week.

MANAGEMENT

MGT 241 Principles of Management

3 credits

Prerequisite: ACC 122. The structure and organization of a business and the functions of the policy makers in relation to the objectives of the business; emphasis on problems of management through analysis of case studies. (Offered Semester I only.) Three hours per week.

MGT 242 Management II

3 credits

Prerequisite: MGT 241. Solution of problems by case studies in the areas of management strategy, organization and control with special emphasis on behavioral factors in organizations. (Offered Semester II only.) Three hours per week.

MARKETING

MKT 231 Basic Marketing 3 credits

Prerequisites: ECS 121, 122, ACC 122. The marketing of goods and services coupled with an integration of functional, commodity and institutional approaches from the viewpoint of both the consumer and the manager. (Offered Semester I only.) Three hours per week.

MKT 433 Marketing Problems 3 credits

Prerequisite: MKT 231. A study of solutions to special marketing problems. Includes case analyses. (Offered Semester II only.) Three hours per week.

SECRETARIAL SCIENCE

Associate of Arts Degree in Secretarial Science

This two year program is designed to develop competent secretaries prepared for employment in the modern business world.

Required courses for an Associate of Arts degree: SSC 121, 122, 123, 124, 221, 223, 224, 225, 227, 229, 235; EH 121 and 122; EN 221; PY 121; PHE 101-102; one course in psychology, one elective in fine arts, and four general electives.

Students who have satisfactorily completed one year of high school shorthand should enroll in SSC 122 in the first semester of the freshman year. Students who have satisfactorily completed two years of high school shorthand should enroll in SSC 223 in the first semester of the freshman year.

Students who have satisfactorily completed one year of high school typing should enroll in SSC 124 in the first semester of the freshman year. Students who have satisfactorily completed two years of high school typing should enroll in SSC 227 in the first semester of the freshman year.

Students who are admitted to intermediate and advanced courses will choose electives from liberal arts offerings to complete their semester schedules.

For graduation a total of 60 credits, exclusive of the credits for basic studies in physical education, is required with a cumulative grade point average of 2.0.

Certificate in Secretarial Science

This one year program is designed for students who have satisfactorily completed two years each of typing and shorthand in high school and who wish to further refine their skills but can only devote one year to college study.

Required courses for a Certificate in Secretarial Science: SSC 221, 223, 224, 225, 227, 229, 235, and four general electives to meet the minimum requirement of 30 credit hours.

SSC 121 Elementary Shorthand 3 credits

Gregg Shorthand Diamond Jubilee Theory and Practice. Development of reading and writing ability. Four periods per week.

SSC 122 Intermediate Shorthand 3 credits

A continuation of SSC 121 with increased practice in dictation and transcription skills. Four periods per week.

SSC 123 Elementary Typing 2 credits

Keyboard mastery drills for speed and accuracy, letters and other business forms. Four periods per week.

SSC 124 Intermediate Typing 2 credits

A continuation of SSC 123. Four periods per week.

SSC 221 Secretarial Practice 3 credits

Prerequisite: SSC 223 and SSC 227. The study of personal aspects of office problems, secretarial duties, and professional and ethical responsibilities. Three periods per week.

SSC 223 Advanced Shorthand 3 credits

Prerequisite: SSC 122 or equivalent. Designed to develop further the ability to take dictation and to transcribe rapidly and accurately. Four periods per week.

SSC 224 Advanced Shorthand 3 credits

Prerequisite: SSC 223. Four periods per week.

SSC 225 Business Law 3 credits

Prerequisite: SSC 235. A concise study of specific laws and their application to business transactions. Three periods per week.

SSC 227 Advanced Typing 2 credits

Prerequisite: SSC 124 or equivalent. A continuation of basic and production skills with application of these skills to advanced office problems. Four periods per week.

SSC 229 Business Writing 3 credits

Prerequisite: SSC 124 and EH 122. A study of stylistic forms commonly used in modern business writing. Use of punctuation, grammar, mechanics, and structures are integrated in the writing of letters. Three periods per week.

SSC 235 Secretarial Accounting 4 credits

Emphasis on principles of double entry record keeping and of basic types of financial records and reports. Three periods per week.

THE DIVISION OF FINE ARTS

The Division of Fine Arts provides opportunities in creative and aesthetic expression for personal enrichment and enjoyment. Courses are offered to guide the student into a deeper appreciation for the cultural experiences which bring particular satisfaction in his dealings with others. The areas of Art, Film, Dance, Music, and Theatre allow the student a wide variety of activities in which he may participate both as a beginner and as an advanced student. The realization of self-expression allowed in these courses of study is unique to the areas of this division and is essential to the total development of the liberal ideal.

Concentrations in Art, Music, and Theatre are offered by the Division.

Students who plan to prepare themselves to teach in the fine arts should complete as electives the professional courses in education as prescribed by the Division advisor.

Required courses for a concentration in Art: ART 121, 122, 221, 223, 321, 421, 427, 428, 499, and three other upper division courses chosen on the basis of the student's particular area of study to meet the minimum 39 hour requirement for the concentration.

Additional requirements for students preparing to teach are ART 326 and 327 and additional courses in Education as advised.

ART 121 Visual Fundamentals I 3 credits

Introduction to the principles of art through individual creative development, two dimensional design and three dimensional design. Six hours of studio per week.

ART 122 Visual Fundamentals II 3 credits

Prerequisite: ART 121. A continuation of ART 121. Six hours of studio per week.

ART

A concentration in Art is designed as preparation for graduate work in art, for employment in the creative art fields, and for teaching in the elementary and/or secondary schools.

Before graduation, an art concentrator must present an exhibit showing his ability to create in various art media. At least two selected pieces of the student's work will be kept by the Division of Fine Arts for future display.

ART 221 DRAWING 3 credits

Prerequisite: ART 121. Freehand drawing from landscape, live models, and objects with emphasis on training to see, to understand and to report through drawing. Six hours of studio per week.

ART 223 Beginning Painting 3 credits

Prerequisite: ART 121. Introduction to studio painting. Investigation, and experimentation with mixed media with primary emphasis on oil painting. Six hours of studio per week.

ART 224 Beginning Sculpture 3 credits

Prerequisite: ART 121. Introduction to three-dimensional work in various media with emphasis on the development of understanding and effective use of space and volume through planes, shapes, positive/negative space relationships, and color. Six hours of studio per week.

ART 225 Graphics 3 credits

Prerequisite: ART 121. Creative processes and projects in relief, intaglio, and planographic techniques. Six hours of studio per week.

ART 227 Ceramics 3 credits

Prerequisite: ART 121. Materials, processes, and techniques involved in producing ceramics by handcraft means. Six hours of studio per week. (\$25.00 fee)

ART 321 Studio I 2-6 credits

Prerequisite: Approval of the Divisional Chairman. Individual development according to talent in one of the following fields: painting, sculpture, graphics, design, ceramics, the crafts. May be repeated for credit. Six hours of studio per week. (\$25.00-\$50.00 fee only in ceramics)

ART 326 Art in the Elementary School
3 credits

Theory and practice of art activities in the elementary school. Understanding of the creative experience in visual arts through workshop activity, familiarity with art education theory, and acquaintance with designing and presenting meaningful art experiences. Planned for elementary education concentrators. Three lectures per week.

ART 327 Art in the Secondary School
3 credits

Techniques of teaching art to the secondary school student with emphasis on the development of the student's creative work. Included are drawing, design, ceramics, and painting. Three lectures per week.

ART 329 Special Topics 3 credits

Prerequisite: Approval of the Divisional Chairman. Study and research in areas of particular interest to the student.

ART 421 Studio II 2-6 credits

Prerequisites: ART 321 and approval of the Divisional Chairman. Continuation of individual development. May be repeated for credit. Six hours of studio per week. (\$25.00-\$50.00 fee only in ceramics)

ART 427 History of Art I 3 credits

Prerequisite: ART 121 or consent of Divisional Chairman. General survey of the cultural development of mankind from earliest times through the present, as reflected in painting, architecture, and sculpture.

ART 428 History of Art II 3 credits

Prerequisite: ART 121 or consent of Divisional Chairman. Studies in modern art as related to cultural development, beginning with the late Nineteenth Century and continuing through the present, with emphasis on the contemporary scene.

ART 429 Special Topics 3 credits

Prerequisite: Approval of Divisional Chairman. Study and research in areas of particular interest to the student.

ART 499 Senior Seminar in Art 3 credits

Prerequisite: Senior standing. Required of concentrators in Art one trimester of the senior year. The integration of concepts within the field of art and the relation of these to other areas of study. One three-hour discussion per week.

FINE ARTS

Introductory Fine Arts courses offer a variety of artistic emphases.

FA 121 Introduction to Fine Arts 3 credits

An approach to visual, musical and dramatic works of art designed to increase the student's understanding and aesthetic pleasure as well as to develop acquaintance with techniques and terminology in the arts. Individual participation in creative arts workshops. Three lectures per week.

FA 123 Introduction to Film 3 credits

A survey course treating the film as a modern art form, tracing its development from the late Nineteenth Century to the present day. Includes mechanics of film production and aesthetic problems which face film theoreticians. Two lectures and one workshop per week.

FA 125 Introduction to Dance 3 credits

Dance explored as a performing art through the areas of dance technique, dance composition and dance history. Three hours of studio per week.

FA 223 Cinema Production 3 credits

Prerequisite: FA 123. Cinema techniques explored in a workshop setting. The student will be primarily concerned with the actual filming and editing of motion picture sequences.

FA 225 Intermediate Dance 3 credits

Prerequisite: FA 125. A study of composition fundamentals and intermediate dance technique. Develops kinesthetic perception of line, movement, rhythm and grouping. Three hours per week.

HUMANITIES

HS 429 Special Topics 3 credits

Prerequisite: Senior standing and consent of the Divisional Chairman. Advanced reading and study to achieve a synthesis of concepts in areas of the humanities selected with regard to the student's need, interest, and preparation.

HS 499 Senior Seminar in Humanities 3 credits

Prerequisite: Senior standing. Required of concentrators in Humanities one semester of the senior year. The integration of concepts within the field of humanities and the relation of these to other areas of study. One three-hour discussion per week.

MUSIC

A concentration in Music is designed as preparation for graduate work in music, for employment in the creative art fields, and for teaching in the elementary and/or secondary schools.

Instruments are available for rental through the Division of Fine Arts.

Required courses for a concentration in Music: MC 121, 122, 123, 221, 222, 321, 322, 323, 324, and 499. MC 120, 220, 320, or 420 and participation in at least one ensemble is required during each semester in residence. A proficiency examination in keyboard, sight-singing, and diction is required for graduation. Upper level electives to complete the concentration will be chosen on the basis of the student's particular area of study to meet the minimum 38 hour requirement for the concentration.

Additional requirements for students preparing to teach are MC 325, 326, 327, and additional courses in Education as advised.

MC 111 Oratorio Chorus 1 credit

Open to all students. One two-hour rehearsal per week.

MC 112 College Choir 1 credit

Enrollment by consent of the instructor. Four one-hour rehearsals per week.

MC 113 Glee Club 1 credit

Open to male students. Four one-hour rehearsals per week.

MC 114 Collegium Musicum 1 credit

Enrollment by consent of the instructor. One two-hour rehearsal per week.

MC 116 Wind Ensemble 1 credit

Open to all students. Four one-hour rehearsals per week.

MC 117 Orchestra 1 credit

Open to all students. One two-hour rehearsal per week.

MC 120, 220, 320, 420 Private Instruction 1 credit

Private instruction is offered at each level in the following areas: (b) brass; (p) percussion; (r) string; (v) voice; (w) woodwind; (x) keyboard. (\$50.00 fee per semester) (A) or (B) following the course number will designate primary (A) or secondary (B) instrument at each level; e.g., MC 320 B(w) indicates private study in woodwinds as a second instrument. One private lesson per week.

MC 121 Music Theory I 4 credits

Teaches the principles of musical structure and style through the craft of homophonic writing and visual analysis. Develops fundamental skills of musicianship in sight-singing, ear-training, and basic keyboard. Three lectures and two drill sessions per week.

MC 122 Music Theory II 4 credits

Prerequisite: MC 121. A continuation of MC 121. Three lectures and two drill sessions per week.

MC 123 Introduction to Music 3 credits

An introduction to the art of music, based upon the techniques and repertory of music of the world. Three lectures per week.

MC 221 Music Theory III 3 credits

Prerequisite: MC 122. Continuation of analysis, craft and skills. Introduction to Twentieth Century compositional idioms. Three lectures and two drill sessions per week.

MC 222 Music Theory IV 3 credits

Prerequisite: MC 221. Advanced compositional procedures, with emphasis on orchestration and original writing. Analysis of large musical forms and introduction to contrapuntal techniques. Three lectures and two drill sessions per week.

MC 321 Music History I 3 credits

Prerequisite: MC 123 or FA 121. The evolution of musical thought and literature from the Middle Ages to 1685. Three lectures per week.

MC 322 Music History II 3 credits

Prerequisite: MC 321. The evolution of musical thought and literature from 1685 to the present time. Three lectures per week.

MC 323 Conducting 2 credits

Prerequisite: MC 121. Techniques used in conducting vocal and instrumental ensembles. Two lectures per week.

MC 324 Advanced Conducting 2 credits

Prerequisite: MC 323. A study of advanced conducting and rehearsal techniques, interpretation of score, and a survey of literature. Two lectures per week.

MC 325 Music in the Elementary School 3 credits

Prerequisite: MC 123. For music and elementary school concentrators. A study of the objectives theories and techniques of teaching music in the primary and intermediate grades, with special attention to repertory and to supervision of creative activities. Directed observation in the elementary school will be required. Three lectures per week.

MC 326 Music in the Secondary School
3 credits

Prerequisite: MC 222. Open only to music concentrators. Junior and senior high school music organization and management. A study of the materials and methods for musical groups. Directed observation in the secondary school will be required. Three lectures per week.

MC 327 Class Instruments—b, p, r, v, w
1 credit

Prerequisite: MC 123 or FA 121. A comprehensive study of all (b) brass, (p) percussion, (r) string instruments, (v) voice, and (w) woodwind with attention given to associated textbooks, pedagogy, and performance. Four rehearsals per week.

MC 329 Special Topics 3 credits

Prerequisite: Consent of Divisional Chairman. Reading, advanced analysis, or other projects in accordance with student's needs and capabilities. May be repeated for credit.

MC 425 Choral Literature 2 credits

Prerequisite: Advanced standing in music concentration. A study of the larger vocal forms, such as cantata and oratorio. Two lectures per week.

MC 426 Symphonic Literature 2 credits

Prerequisite: Advanced standing in music concentration. A study of the development of the symphony and the symphonic poem. Two lectures per week.

MC 429 Special Topics 3 credits

Prerequisite: Consent of the Divisional Chairman. Advanced reading, analysis or projects involving research and experimentation. May be repeated for credit.

MC 499 Senior Seminar in Music 3 credits

Prerequisite: Senior standing. Required of music concentrators one semester of the senior year. The integration of concepts within the field of music and the relation of these to the student's area of study. One three-hour discussion per week.

THEATRE

A concentration in Theatre is designed as preparation for graduate study in theatre, for employment in the creative art fields, and for teaching in the secondary schools.

Students concentrating in Theatre must enroll in College Theatre each semester in residence. The Saint Leo College Actors' Workshop offers varied opportunities for production.

Required courses for a concentration in Theatre: TE 121, 123, 221, 421, 499, and TE/EH 322. At least two courses chosen from the following: TE 222, 321, 323, 325, and one from the following: TE/EH 422, FA 123, FA 125, TE/SPH 223, and TE 429. Upper division electives will be chosen to meet the minimum 36 hour requirement for the concentration.

TE 110 College Theatre 1 credit

Open to all students and townspeople. Participation in play production. One three-hour session per week.

TE 121 Introduction to Theatre Arts
3 credits

Investigates the imaginative processes involved in creating theatre. Emphasizes dramatic literature in performance and examines roles of playwright, director, actor, designer, and theatre architect. Three lectures per week.

TE 123 Technical Theatre 3 credits

The theory and practice of building, painting, rigging, and shifting scenery; construction and use of properties; basic makeup; familiarizes student with lighting instruments and their control. Three lectures per week.

TE 221 Performance I 4 credits

Prerequisite: TE 121 or consent of instructor. A workshop in the fundamentals of acting in which the beginning steps in creating a role are introduced. Exercises in voice production and stage movement are important features of the program. Six hours per week.

TE 222 Performance II 4 credits

Prerequisite: TE 221. A workshop in the problems of acting which continues work begun in TE 221 and introduces techniques of characterization and style. Six hours per week.

TE/SPH 223 Phonetics and Articulation (See SPH 223) 3 credits

Study of the scientific bases of voice and speech; analysis of the phonetic structure of our speech and language through application of the International Phonetic Alphabet. Three hours per week.

TE 321 Directing 3 credits

Prerequisite: TE 121. Development of the director's role from the first reading of a script to its actual performance. Each student will direct one short play for performance in the College Theatre. Three lectures per week.

TE/EH 322 World Drama (See EH 322) 3 credits

Prerequisite: EH 122. A survey of representative plays in the historical development of dramatic literature from Aeschylus to Samuel Beckett. Three hours per week.

TE 323 Technical Production 4 credits

Prerequisites: TE 121 and 123. Advanced technical practice in scenery, lighting and design. Students will design scenery and lighting, and serve as technical directors for College Theatre productions. (Required laboratory) Four sessions per week.

TE 325 Playwriting 3 credits

Prerequisite: TE 121 or consent of instructor. Fundamentals of writing for the

stage. The student playwright is guided from initial idea to completed manuscript. Emphasis on characterization, dialogue, and plotting. Selected plays will be produced by the College Theatre. Three lectures per week.

TE 329 Special Topics 3 credits

Prerequisite: Approval of Divisional Chairman. Designed to enable the student to pursue through directed study and research a subject related to his particular interest.

TE 421 History of Theatre 3 credits

Prerequisite: TE 121. A survey of the chief periods of theatrical history from pre-classical times to the present. Three lectures per week.

TE/EH 422 Shakespeare (See EH 422) 3 credits

Prerequisite: EH 122. Selected comedies, chronicle plays, and tragedies, with consideration of Shakespeare's dramaturgical development. Three hours per week.

TE 429 Special Topics 3 credits

Prerequisite: Approval of Divisional Chairman. Designed to enable the student to pursue through independent study and research a subject related to his particular interest.

TE 499 Senior Seminar in Theatre 3 credits

Prerequisite: Senior standing. Required of theatre concentrators one semester of the senior year. The integration of concepts within the field of theatre and the relation of these to other areas of study. One three-hour discussion per week.

THE DIVISION OF LITERATURE AND LANGUAGE

The Division of Literature and Language provides the student the basic communication skills necessary for successful completion of his college career. In composition, the student learns to read intelligently, to think logically, and to write effectively; in modern foreign languages, he acquires a proficiency in speaking another language and at the same time is led to a greater knowledge of the nature of language in general; in literature, he studies the uses of language as art.

The Division offers concentrations in English, French, Spanish, and German.

Students who plan to teach the above subjects in secondary school should complete as electives the professional courses in Education prescribed by the Institute for Creative Teaching in addition to all the courses required in their concentrations.

ENGLISH

Required courses for a concentration in English: EH 221, 222, 223, 224, 422, and 499. In addition the concentrator must elect, in consultation with his advisor, the following courses: one from EH 419 or 420; two from EH 321, 425, 427, or 431; and three other English courses to meet the minimum 36 hour requirement for the concentration.

Students who plan to teach English in secondary school must complete the following courses: EH 221, 222, 223 or 224, 323, 326, 422, 433, 499, SPH 221, upper division electives to meet the minimum 36 hour requirement, and additional courses in Education as advised.

EH 121 Composition 3 credits
Required of all freshmen. The techniques of effective writing, logical thinking, and intelligent reading, with special emphasis on expository writing. Note that this course must be completed with the min-

imal grade of "C"; otherwise it must be repeated. Students with proven records of excellence in the language may waive the course. Three hours per week.

EH 122 Composition and Literature 3 credits

Prerequisite: EH 121. Required of all freshmen. A continuation of EH 121. Expository writing based on analytical study of literary genres. Three hours per week.

EH 221 Survey of English Literature I 3 credits

Prerequisite: EH 122. An introduction to the poetry, prose, and drama of English literature from the beginnings through the Restoration. Three hours per week.

EH 222 Survey of English Literature II 3 credits

Prerequisite: EH 122. An introduction to English literature from the Eighteenth Century to World War I. Three hours per week.

EH 223 Survey of American Literature I 3 credits

Prerequisite: EH 122. An introduction to American literature from the colonial writers through the romantics: Edwards, Taylor, Hawthorne, Poe, Emerson, Thoreau, Melville. Three hours per week.

EH 224 Survey of American Literature II 3 credits

Prerequisite: EH 122. An introduction to American literature from the realists to the writers of the 'Twenties and after: Whitman and Twain through O'Neill and Hemingway. Three hours per week.

EH 225 World Literature I 3 credits

Prerequisite: EH 122. A survey of the literature of the Western World in translation, from the ancient through the Renaissance periods. Three hours per week.

EH 226 World Literature II 3 credits

Prerequisite: EH 122. A survey of the literature of the Western World in translation, including the neoclassical, romantic, realistic, naturalistic, and modern periods. Three hours per week.

EH 227 Basic Journalistic Writing 3 credits

Prerequisite: EH 122. Basic theories and procedures in collecting and writing news. (Course offered on demand only.) Three hours per week.

EH 321 The English Novel 3 credits

Prerequisite: EH 122. The historical development of the English novel of the Eighteenth and Nineteenth Centuries. (Offered 1971 and alternate years.) Three hours per week.

EH 322 World Drama 3 credits

Prerequisite: EH 122. A survey of representative plays in the historical development of dramatic literature from Aeschylus to Samuel Beckett. Three hours per week.

EH 323 History and Structure of the English Language 3 credits

Prerequisite: EH 122. An eclectic approach to the history of the English language through discussions of phonology, morphology, syntax, and vocabulary of the language. (Offered 1971 and alternate years.) Three hours per week.

EH 325 Fiction Writing 3 credits

Prerequisite: EH 122. Technique in writing fiction: plot, characterization, point of view, setting, and style. Evaluation of student writing in individual conferences. May be taken twice for credit. Three hours per week.

EH 326 Advanced Composition 3 credits

Prerequisite: EH 122. Advanced prose composition in description, narration, argumentation, and exposition, with emphasis on rhetorical and stylistic techniques. Three hours per week.

EH 417 Studies in American Literature 3 credits

Prerequisite: EH 223 or 224. Specialized study in American literature: selected literary figures or period. (Offered 1970 and alternate years.) Three hours per week.

EH 419 English Drama 3 credits

Prerequisite: EH 221 or 222. A survey of exemplary texts from Medieval, Renaissance (exclusive of Shakespeare), Restoration, and Eighteenth and Nineteenth Century English drama. Three hours per week.

EH 420 Medieval English Literature 3 credits

Prerequisite: EH 221. A study of Old and Middle English writers, with emphasis on Chaucer. (Offered 1971 and alternate years.) Three hours per week.

EH 422 Shakespeare 3 credits

Prerequisite: EH 122. Selected sonnets, comedies, histories, and tragedies, with consideration of Shakespeare's dramaturgical development. Three hours per week.

EH 425 Seventeenth-Century English Literature 3 credits

Prerequisite: EH 221. A study of English literature from Donne to Milton and Bacon to Hobbes, including Cavaliers, Puritans, and Divines. (Offered 1971 and alternate years.) Three hours per week.

EH 427 Restoration and Eighteenth-Century English Literature 3 credits

Prerequisite: EH 221 and 222. A study of the literature of the Neoclassical period, with emphasis on Dryden, Swift, Pope, Addison and Steele, Johnson, and Boswell. (Offered 1970 and alternate years.) Three hours per week.

EH 429 Individual Study 3 credits

Prerequisite: approval of Division Chairman. Directed study in special projects in linguistics, literature, or criticism.

EH 431 Nineteenth-Century English Literature 3 credits

Prerequisite: EH 221 or 222. A study of the poetry and prose of the Romantic and Victorian eras exclusive of the novel. (Offered 1970 and alternate years.) Three hours per week.

EH 433 Modern British and American Writers 3 credits

Prerequisite: EH 221, 222, 223, or 224. A study of selected poetry and fiction by British and American writers since 1900. (Offered 1970 and alternate years.) Three hours per week.

EH 435 Literary Criticism 3 credits

Prerequisite: approval of instructor. Principles and methods of literary criticism; application of critical methods to works by representative writers. (Offered 1970 and alternate years.) Three hours per week.

EH 499 Senior Seminar 3 credits

Prerequisite: senior standing. Required of concentrators in English one semester of the senior year. Specialized study in English or American literature: selected literary figure or period. One three-hour discussion per week.

SPEECH

The Division of Literature and Language offers a series of speech courses for the student who wishes training in public address or phonetics and articulation.

SPH 221 Fundamentals of Speech 3 credits

Study of the fundamental principles of public speaking, including practice in the preparation and delivery of extemporaneous speeches. Three hours per week.

SPH 223 Phonetics and Articulation 3 credits

Study of the scientific bases of voice and speech; analysis of the phonetic structure of our speech and language through application of the International Phonetic Alphabet. Three hours per week.

SPH 321 Introduction to Speech Disorders 3 credits

Prerequisite: SPH 223. The nature, causes, and treatment of certain speech disorders, such as defective articulation, stuttering, cleft palate, and voice disorders. (Course offered on demand only.) Three hours per week.

SPH 322 Advanced Public Address 3 credits

Prerequisite: SPH 221. Study and practice in the preparation and presentation of various public address forms: impromptu, extemporaneous, memory, and manuscript reading. (Course offered on demand only.) Three hours per week.

SPH 331 Discussion and Debate 3 credits

The study and application of reasoning and evidence as used in public deliberation. Three hours per week.

FOREIGN LANGUAGES

Students who concentrate in German must pursue a program of study in an approved college or university abroad. Students who concentrate in French or Spanish may study abroad or may develop an on-campus program in consultation with the Foreign Language Coordinator.

Required courses for a concentration in a foreign language in the Junior Year Abroad program ordinarily will include two years of pre-college studies in the foreign language, two years of college foreign language courses before the junior year, a minimum of 30 hours in a foreign college or university during the junior year, FLE 431, and FLE 499 I & II.

Required courses for an on-campus concentration ordinarily will include two years of pre-college studies in the foreign language, FLE 211-212, 223-224, 325-326, 324 (French only), 319 (Spanish only), 328, 333-334, 431, and 499 I & II.

*FLE 111-112 Elementary Foreign Language
(French, German, Spanish)*

3 credits each

A course designed to develop the basic skills of aural comprehension, speaking, reading, and writing. Three hours of class and a minimum of two hours of laboratory per week.

*FLE 211-212 Intermediate Foreign
Language (French, German, Spanish)*

3 credits each

A course designed to enable the student to communicate directly with a native speaker, to read with direct understanding, and to acquire basic knowledge about the culture of the respective country and its people. Three hours per week.

*FLE 223-224 Composition and Conversa-
tion (French, German, Spanish)*

3 credits each

Prerequisite: FLE 212. A course in vocabulary expansion, self-expression through writing, and a wide range of idiomatic usage in conversation. Three hours per week.

FLE 319 Advanced Grammar (Spanish)

2 credits

Prerequisite: FLE 224. A study of the parts of speech, syntax, the function of the verb, and idiomatic usage in Spanish. Two hours per week.

FLE 324 Phonetics (French)

2 credits

Prerequisite: FLE 212. An analysis of modern speech patterns using phonetic symbology and drills to improve fluency and aural acuity. Two hours per week.

*FLE 325-326 Literature Survey (French,
Spanish)*

3 credits each

Prerequisite: FLE 212 or waiver. This course traces the processes of literary evolution from the Middle Ages to the present as related to historical, social, and cultural developments. Three hours per week.

*FLE 328 Cultural Travel and Study
(French, Spanish)*

2-6 credits

Prerequisite: approval of the Foreign Language Coordinator. A student wishing to avail himself of the numerous summer study programs offered in foreign countries may make arrangements himself for such study. If the program is of four weeks' duration or longer, and if advance approval is obtained, course credit at the College may be granted under this heading.

*FLE 329 Individual Study (French,
German, Spanish)*

1-3 credits

Prerequisite: approval of the Foreign Language Coordinator. Directed study in special projects.

FLE 331 Scientific Reading (German)

3 credits

Prerequisite: GN 212 or approval of instructor. An elective course for science concentrators designed to enable the student to read and understand German language publications in the field of his concentration. Three hours per week.

*FLE 333-334 Readings in Contemporary
Literature (French, Spanish)*

3 credits each

Prerequisite: FLE 326. A course designed to acquaint students with selected writings of the twentieth century. An understanding of textual criticism is developed. Three hours per week.

*FLE 431 Advanced Literature Survey
(French, German, Spanish)*

3 credits each

Prerequisite: FLE 334 or junior year abroad. Based on the method of textual analysis, the course emphasizes a specific literary period or genre. Three hours per week.

*FLE 499 I & II Senior Seminar (French,
German, Spanish)*

3 credits each

Prerequisite: FLE 431 or junior year abroad. Critical examination of assimilated material coordinating literary trends with the motivating forces behind them—thus a synthetic approach to the humanities through literature. Three hours per week.

THE DIVISION OF NATURAL SCIENCE AND MATHEMATICS

The Division of Natural Science and Mathematics deals with the nature of the universe about us and the methods employed to discover the laws underlying the observed phenomena.

Through the pursuit of biology, chemistry, physics, and mathematics the student has the opportunity to learn and to appreciate the aims and attitudes of the scientist, to know something of the philosophy and techniques of the so-called scientific method, to grasp the concepts underlying much of science, to set the stage for speculation on the philosophy of science, and possibly to stir his drive for fulfillment through a life dedicated to scientific pursuit.

Concentrations in Biology, Chemistry, and Mathematics are offered by the Division. Students who plan to teach in the secondary school in the above areas should complete as electives the professional courses in Education prescribed by the Institute for Creative Teaching in addition to all the courses required in their concentrations.

Pre-Professional Program

Courses applicable to pre-medical, pre-dental, pre-veterinary science, pre-pharmacy, pre-medical technology, and pre-engineering are designed for students interested in beginning their course work at Saint Leo College. Variations in course requirements for these areas are made to conform to the requirements of the college the student will attend to complete his academic work. For guidance within these pre-professional programs, students should confer with the Divisional Chairman.

BIOLOGY

A concentration in Biology is designed as preparation for graduate study, teaching in the secondary schools, and for professional schools of medicine, dentistry, veterinary science, nursing, medical technology, and physical therapy.

A minimum of 36 credits in biology is required for a concentration. This must include BLY 123, 221, 222 and 223. Also required are CY 123, 124, 221 and 222; MS 123 and 124. PS 123 and 124 are recommended.

BLY 121 Introduction to Biology 3 credits

For non-science concentrators only. A basic, general, and coordinated study of the world of living things of which man himself is the most important. The course is divided into four general topics: the cell, the structure and function of the human body, a survey of the plant and animal kingdoms, and the principles of inheritance. Four hours per week.

BLY 123 Cell Biology 4 credits

A study of the anatomy and physiology of the plant and animal cell, including all the life processes, cell division, cell differentiation, and the development of the primary embryonic tissues. Three lectures and one three-hour laboratory per week.

BLY 220 Human Anatomy and Physiology 3 credits

Prerequisite: BLY 121. Required of students concentrating in Physical Education. Functional anatomy and physiology with emphasis on the central nervous, muscular, appendicular, and endocrine systems. Three lectures per week.

BLY 221 Invertebrate Zoology 4 credits

Prerequisite: BLY 123. A study of the main characters of the principal invertebrate phyla, including general trends in the development of body systems, behavior, and adaptations to particular modes of life. Three lectures and one three-hour laboratory per week.

BLY 222 Vertebrate Zoology 4 credits

Prerequisite: BLY 123. A study of the structure, physiology, reproduction, ecology, behavior, and evolution of the vertebrates. Three lectures and one three-hour laboratory per week.

BLY 223 Botany 4 credits

Prerequisite: BLY 123. Survey of the plant kingdom. Study of the structure, life processes, reproduction and evolutionary relationships of plants. Local flora serve as a basis for taxonomic studies. Three lectures and one three-hour laboratory per week.

BLY 321 Vertebrate Embryology 4 credits

Prerequisite: BLY 123. Elective for biology concentrators. Development of the frog, the chicken, and the pig. Three lectures and one three-hour laboratory per week.

BLY 322 Comparative Vertebrate Anatomy 4 credits

Prerequisite: BLY 123. Elective for biology concentrators. Comparative study of the vertebrate groups with particular reference to the phylogenetic development. Three lectures and one three-hour laboratory per week.

BLY 323 Introduction to Taxonomy 4 credits

Prerequisite: BLY 223. A study of the principle families of the angiosperms including phytography and its terminology, the construction and use of keys, nomenclature, concepts of taxa, and a survey of taxonomic literature. Three lectures and one three-hour laboratory per week.

BLY 325 Bioecology 3 credits

Prerequisite: BLY 121 or BLY 123. Recommended as an elective for students concentrating in Elementary Education. Principles of ecology based on field studies of local plant and animal communities. Three lectures per week.

BLY 329 Independent Study and Research 1-3 credits

Prerequisite: Departmental approval. Independent study and undergraduate research.

BLY 420 General Physiology 4 credits

Prerequisites: 12 hours of Biology; CY 222. The physiochemical laws applied to organisms. A study of external and internal changes in environment that affect metabolism, irritability, and reproduction

of organisms. Three lectures and one three-hour laboratory per week.

BLY 421 Modern Genetics 4 credits

Prerequisites: BLY 123 and CY 222 or with the consent of the instructor. Principles of genetics (evolutionary and biochemical) dealing with the molecular nature of heredity determinants. Three lectures and one three-hour laboratory per week.

BLY 423 Biochemistry 4 credits

Prerequisite: CY 222. A fundamental course in biochemistry, including carbohydrates, lipids, proteins, enzymes, hormones, and certain metabolic intermediates. Three lectures and one three-hour laboratory per week.

BLY 425 Bacteriology 4 credits

Prerequisites: BLY 123 and CY 124. A study of the non-pathogenic bacteria, their structure, physiology and metabolism. Three lectures and one three-hour laboratory per week.

BLY 429 Advanced Independent Study and Research 1-3 credits

Prerequisite: Departmental approval.

BLY 499 Senior Seminar in Biology 1 credit

Prerequisite: senior standing.

CHEMISTRY

A concentration in Chemistry is designed as preparation for graduate study, for teaching in the secondary schools, for work in industrial laboratories, for civil service positions and other related fields.

Required courses for a concentration in Chemistry: CY 123, 124, 221, 222, 321, 421, 422, 424, and one other course in chemistry; BLY 121 or 123; MS 123, 124, 221, and 222; PS 123 and 124.

These courses constitute a minimum requirement for a concentration in Chemistry. It is recommended that this program be strengthened with two or more additional courses in chemistry.

CY 121 Introduction to Chemistry

3 credits

An introduction to the fundamentals of chemistry. A terminal course for non-science majors. Four hours per week.

CY 123 General Chemistry I 4 credits

Required of students concentrating in science. A beginning course in chemistry. Fundamental laws and theories, including atomic and molecular structure. The periodic law, gas laws, mass and energy relationships, chemical equilibrium and other topics. Three lectures and one three-hour discussion-laboratory per week.

CY 124 General Chemistry II 4 credits

Prerequisite: CY 123. A continuation of general chemistry with qualitative analysis. Three lectures and one three-hour discussion-laboratory per week.

CY 221 Organic Chemistry I 4 credits

Prerequisite: CY 124. Fundamental principles of organic chemistry. Laboratory includes qualitative analysis. Three lectures and one four-hour laboratory per week.

CY 222 Organic Chemistry II 4 credits

Prerequisite: CY 221. Continuation of CY 221. Three lectures and one four-hour laboratory per week.

CY 321 Quantitative Analysis 4 credits

Prerequisite: Cy 124 and MS 124. Theoretical principles and laboratory techniques involved in quantitative determination of inorganic compounds. Determinations include acidimetry, alkalimetry, oxidimetry, iodimetry, and gravimetry. Two lectures and two three-hour laboratories per week.

CY 323 Elementary Physical Chemistry
4 credits

Prerequisites: CY 124 and MS 124. Not for students concentrating in chemistry. Designed specifically for premedical and predental students. A general course in physical chemistry. Three lectures and one three-hour discussion-laboratory per week.

CY 329 Independent Study and Research
1-3 credits

Prerequisite: Departmental approval. Independent study and undergraduate research.

CY 421 Physical Chemistry I 4 credits

Prerequisites: CY 321, PS 124, and MS 222. Properties of gases, kinetic theory, elementary thermodynamics, solutions, colloids, electrochemistry, homogeneous and heterogeneous equilibria. Three lectures and one four-hour laboratory per week.

CY 422 Physical Chemistry II 4 credits

Prerequisite: CY 421. Continuation of CY 421. Three lectures and one four-hour laboratory per week.

CY 423 Biochemistry 4 credits

Prerequisite: CY 222. A fundamental course in biochemistry, including carbohydrates, lipids, proteins, enzymes, hormones, and certain metabolic intermediates. Three lectures and one four-hour laboratory per week.

CY 424 Inorganic Chemistry 3 credits

Prerequisite: CY 422. The study of modern theories of atomic and molecular structure, inorganic reaction mechanisms, complexes and inorganic stereo-chemistry. Three lectures per week.

CY 425 Instrumental Analysis 3 credits

Prerequisite: CY 421. Theory and practice of instrumental methods of chemical analysis. Two lectures and one three-hour laboratory per week.

*CY 429 Advanced Independent Study
and Research* 1-3 credits

Prerequisite: departmental approval.

CY 499 Senior Seminar in Chemistry
1 credit

Prerequisite: senior standing.

MATHEMATICS

A concentration in Mathematics is designed as preparation for graduate study, for teaching in the secondary schools, for civil service, industry, and many other fields which make considerable use of mathematics.

Required courses for a concentration in Mathematics: MS 123, 124, 221, 222, 223, 325, 326, 423, 424, 431, 432; PS 123 and 124 or PS 221 and 222.

Required courses for a concentration in Mathematics-Education: MS 123, 124, 220, 221, 222, 223, 325, 326; PS 123 and 124 or PS 221 and 222; EN 221, 321, 323, and 410.

*MS 107-108 College Algebra and
Introductory Trigonometry I and II*
2 credits each

Basic concepts and fundamentals of arithmetic, algebra, and trigonometry for students with inadequate preparation for MS 123. The course content is the same as that of MS 123, but it is offered over two semesters. MS 107-108 constitute a unified sequence; therefore, 108 should be taken in the semester immediately following 107. Two lectures and two discussion periods per week.

*MS 121 Fundamental Concepts of
Mathematics* 3 credits

An intuitive introduction to how, on what basis, and by what method mathematics is built. The concepts of set, function, and vector are used to develop and unify the topics of set theory, number system, algebra, Cartesian graphs, numeration, linear inequalities, scientific notation and the logarithmic, quadratic, trigonometric, and probability functions. In one section special emphasis will be given to topics of special value to elementary teachers. Three lectures and one discussion period per week.

*MS 123 College Algebra and Introductory
Trigonometry* 4 credits

Prerequisite: Adequate score on MS 123 placement test. A study of the basic con-

cepts and fundamentals of arithmetic, algebra, and trigonometry. Four hours per week.

*MS 124 Introductory Calculus with
Trigonometry and Analytic Geometry*
4 credits

Prerequisite: MS 123 or MS 107-108. Trigonometric functions of real numbers, trigonometric identities, plane analytic geometry, limits, derivatives, and integration of algebraic functions are considered with applications. Four lectures and one discussion period per week.

MS 125 Introduction to Computers
3 credits

Prerequisite: Adequate score on aptitude test. Algorithms, flow charts, and FORTRAN programming developed through sets of linear inequalities. Elementary logic, Boolean algebra, and switching circuits are considered. Three lectures per week.

MS 220 College Geometry 3 credits

Prerequisite: MS 123. A study of Euclidean geometry with emphasis upon the modern development of basic concepts. Three lectures and one discussion period per week.

*MS 221 Calculus and Analytic
Geometry I* 4 credits

Prerequisite: MS 124. Derivatives and integration of trigonometric, exponential, logarithmic, and hyperbolic functions are established. Integration techniques, improper integrals, the chief theorems underlying the calculus, arc length, curvature, parametric representations, and differentials are considered with applications. Four lectures and one discussion period per week.

*MS 222 Calculus and Analytic
Geometry II* 4 credits

Prerequisite: MS 221. A study of polar coordinates, analytic geometry and vectors in 3-space, partial differentiation, and multiple integrals is made with applications to physics, geometry, and related fields in wide variety. Four lectures and one discussion period per week.

*MS 223 Infinite Series and Introductory
Differential Equations* 4 credits

Prerequisite: MS 222. A study of infinite series and sequences, and differential equations including ordinary linear equations of first, second, and higher order, and series solutions for linear equations at ordinary and regular singular points is undertaken. Four lectures and one discussion period per week.

MS 325 Introduction to Modern Algebra
3 credits

Prerequisite: MS 221. A study of mathematical systems, integers, rings, fields, integral domains, groups, polynomials, isomorphism, and homomorphism with emphasis on the techniques of rigorous proof. Three lectures and one discussion period per week.

MS 326 Introduction to Linear Algebra
3 credits

Prerequisite: MS 325. Determinants, matrix algebra, rank and equivalence, linear equations and linear dependence, vector spaces and linear transformations, and the characteristic equation of a matrix are studied in themselves and in order that their applications in special fields of interest may be seen. Three lectures and one discussion period per week.

MS 423 Advanced Calculus I 3 credits

Co-requisite: MS 223. The real number system, extensions of the law of the mean, functions of several variables, partial differentiation, implicit-function theorems, transformations and mappings, vector fields, and multiple integrals are considered from a rigorous approach. Three lectures and one discussion period per week.

MS 424 Advanced Calculus II 3 credits

Prerequisite: MS 423. A study of curves and surfaces, line and surface integrals, point set theory, fundamental theorems on continuous functions, the theory of integration, infinite series, improper integrals, and complex functions. Three lectures and one discussion period per week.

MS 431 Special Topics in Mathematics I
3 credits

Prerequisite: MS 325 and approval of the Divisional Chairman. Students may pursue through independent study or class instruction a specific topic or subject to their particular interests. Three lectures per week.

MS 432 Special Topics in Mathematics II
3 credits

Prerequisite: MS 431 and approval of the Divisional Chairman. Students may continue the topic begun in MS 431 or pursue a different topic in his field of interest. Three lectures per week.

MS 499 Senior Seminar in Mathematics
1 credit

Prerequisite: senior standing.

PHYSICS

No concentration is presently offered in Physics. However, sufficient courses are available to satisfy the related course requirements of other programs, and to form the basis for a program in Science for teaching in the secondary school.

PS 121 Fundamental Principles of Physics
3 credits

This course is presented in order that non-science concentrators may obtain an insight into the main principles and concepts of physics and their impact on our culture and daily life. The course is oriented toward students who have had little background in mathematics and science. Modern physics is considered together with the treatment of classical physics. Topics included are the conservation principles, laws of motion, gravitation, wave motion, the nature of light, electricity, quantum theory, special relativity, nuclear theory, heat, entropy, scientific measurement, and the primaries: length, mass, time, temperature, and charge. Four hours per week.

PS 123 General Physics I 4 credits

Prerequisite: MS 123 or MS 107-108. A study is made in depth of the fundamental concepts and laws of physics and their applications. Topics considered are mechanics, heat, and wave motion. Three lectures, one hour of discussion, and one three-hour laboratory per week.

PS 124 General Physics II 4 credits

Prerequisite: PS 123. This is a continuation of PS 123 and includes: electricity, magnetism, optics, and modern physics. Three lectures, one hour of discussion, and one three-hour laboratory per week.

PS 221 General Physics With Calculus I 4 credits

Prerequisite: MS 124. Co-requisite: MS 221. A rigorous study of the fundamental concepts and laws of physics is under-

taken, making full use of the calculus. Topics included are mechanics, heat, and wave motion. Three lectures, one hour of discussion, and one three-hour laboratory per week.

PS 222 General Physics with Calculus II 4 credits

Prerequisite: PS 221. This is a continuation of PS 221, including electricity, magnetism, optics and modern physics. Three lectures, one hour of discussion, and one three-hour laboratory per week.

PS 321 Introduction to Atomic and Nuclear Physics 4 credits

Prerequisite: PS 124. This course is designed to introduce the student to the concepts and methods underlying the fields of quantum physics and relativity. Three lectures and one three-hour laboratory per week.

THE DIVISION OF PHILOSOPHY AND THEOLOGY

Philosophy serves an important role in the total context of the educational program at Saint Leo College. It is through the problems studied in the program of philosophy that some fundamental questions concerning values inherent in human existence become more apparent. Coupled with the perspectives examined in the theology program, the student explores the vital issues of human endeavor.

A concentration in Philosophy is offered by the Division.

PHILOSOPHY

A concentration in Philosophy is designed as preparation for graduate study in philosophy and for teaching on the college level. It also may serve as a preparation for such professions as the ministry, law, and politics.

Required courses for a concentration in Philosophy: PY 121, 222, 223, 321, 322, 325, 499, and three other upper division courses in Philosophy to meet the minimum requirement of 30 hours. PY 321, 322, 325, and 499 are designed primarily for philosophy concentrators but may be taken by any student with permission of the chairman and/or instructor.

PY 121 Introduction to Philosophy 3 credits

An introduction to some of the major issues involved in man's philosophical quest for wisdom; to provide an insight into the various perspectives from which these problems have been approached historically. Three hours per week.

PY 221 Philosophy of Science 3 credits

Prerequisite: PY 121. A philosophical consideration of the domain of nature with particular emphasis on the data and problems presented by the sciences and math. Three hours per week.

PY 222 Philosophy of Man 3 credits

Prerequisite: PY 121. A study of the nature of life with particular emphasis on the origin, nature, and destiny of man. Three hours per week.

PY 223 Logic 3 credits

Prerequisite: PY 121. A systematic inquiry into both Aristotelian and modern contributions to the science of logic, emphasizing the compatibility of traditional and symbolic logic. Three hours per week.

PY 321 Ancient and Medieval Philosophy 3 credits

Prerequisite: PY 121. A study of major themes and representatives in philosophy before the modern period. Philosophical thought among the Greeks; an examination of Christian, Arabian, and Jewish philosophy from Augustine to Thomas Aquinas. Three hours per week.

PY 322 Modern and Contemporary Philosophy 3 credits

Prerequisite: PY 121. A study of selected readings considering the main currents and outstanding figures of European philosophy from Descartes to the present. Three hours per week.

PY 323 Problems of Knowledge 3 credits

Prerequisite: PY 121. A study of the theories of knowledge. An examination of the truth-value of knowledge, including an analysis of the existential judgment. Three hours per week.

PY 324 Social Philosophy 3 credits

Prerequisite: PY 121. A study of the social nature and social responsibilities of modern man and the persevering social problems of our times. Three hours per week.

PY 325 Metaphysics 3 credits

Prerequisite: PY 121. Exploration into the nature of reality as revealed through experience and interpreted by speculation. Problematic treatment of traditional and modern topics; various conceptions of this science; the relation of metaphysics to other disciplines. Three hours per week.

PY 326 Ethics 3 credits

Prerequisite: PY 121. Concerns man's quest for happiness and the attainment of his ultimate end. Explores a range of value systems from that of Aristotelian-Thomism to existentialism and phenomenology. Three hours per week.

PY 327 Philosophy of Religion 3 credits

Prerequisite: PY 121. Traditional and contemporary theories of man's knowledge of God; Divine Providence and the problem of evil. An analysis of contemporary literature on these subjects. Three hours per week.

PY 329 Independent Study and Research 3 credits

Prerequisite: Permission of Philosophy Coordinator.

PY 422 Contemporary Philosophical Problems 3 credits

Prerequisite: PY 121. Presentation, discussion, and criticism of relevant living philosophical issues of the twentieth century. Three hours per week.

PY 423 Philosophical Psychology 3 credits

Prerequisite: PY 121. A historical survey of various philosophies of man, with emphasis on the metaphysical concept of person. Three hours per week.

PY 424 American Philosophy 3 credits

Prerequisite: PY 121. The study and evaluation of the development of pragmatism in the figures of Peirce, James, and Dewey. Three hours per week.

PY 425 Aesthetics 3 credits

Prerequisite: PY 121. A philosophical consideration of the main problems in the Theory of Beauty; the study of the nature of beauty and its appreciation; the development, division, and dignity of the arts; consideration of the relation between art and morality. Three hours per week.

PY 426 Philosophy of Marx 3 credits

Prerequisite: PY 121. A positive but critical study of Marx's concept of man and his quest for authentic existence through work. Three hours per week.

PY 427 Philosophy of Atheism 3 credits

Prerequisite: PY 121. A study of the scientific and humanistic forms of atheism, as proposed by Comte, Feuerbach, Marx, Nietzsche, Freud, and Sartre. Special attention will be given to the atheistic features present in numerous forms of belief in God. Three hours per week.

PY 428 Existentialism 3 credits

Prerequisite: PY 121. An analysis of the origins and basic theories of existentialism, including selections from the writings of Kierkegaard, Nietzsche, Heidegger, and Sartre.

PY 429 Advanced Independent Study and Research 3 credits

Prerequisite: Permission of Philosophy Coordinator. Independent readings from ancient, medieval, and modern authors to acquaint the student with fundamental problems as expressed in philosophical literature.

PY 499 Senior Seminar in Philosophy 3 credits

Prerequisite: Senior standing. Required one semester of the senior year.

THEOLOGY

The courses in Theology explore the realm of human values as man attempts to relate to his church, his fellow Christians, and the non-Christian world.

TY 221 Studies in Non-Christian Religions 3 credits

An examination of the religious contributions of three major cultures: Chinese, Hindu, and Islamic. Evaluating the common elements in each. Three hours per week.

TY 231 Studies in Theory and Practice of Catholicism 3 credits

The historical and theological background of the development, meaning, and purpose of the Catholic Church's beliefs and practices with current theological explanations of Catholicism. Three hours per week.

TY 321 Christian Themes in Modern Literature 3 credits

A study of the theological problems man faces as reflected in the modern novel. Three hours per week.

TY 323 Theology of Christian Marriage 3 credits

A study of the interpersonal relationships in marriage with emphasis upon those principles used in determining an individual philosophy of marriage. Three hours per week.

TY 324 Studies in the History of Christian Thought 3 credits

A survey of classical Christian writings from the Patristic, Reformation, and Post-Reformation periods, dealing with such authors as Augustine, Luther, Calvin, Rahner, and Tillich. Three hours per week.

THE DIVISION OF SOCIAL SCIENCE

The Division of Social Science provides the opportunity to assess the multiplicity of social problems issues, and decisions from different points of view. Courses are offered to assist the student to discover meaning for himself as a person functioning with others in groups, in the larger society, and in the modern world.

Concentrations in History, Political Sci-

ence, Psychology, and Sociology are offered by the Division.

Students who plan to teach in the secondary schools in the social sciences should complete as electives the professional courses in Education prescribed by the Institute for Creative Teaching in addition to all the courses required in their concentrations.

HISTORY

A concentration in History is designed as preparation for graduate study in history or for teaching in the secondary schools.

Required courses for a concentration in History: HY 121, 122, 123, 124, 329, 427, 499 and five other upper division courses in History to meet the minimum 36 hour requirement for the concentration.

HY 121 United States History to 1865 3 credits

A survey of the principal movements, events, ideas, and personalities in U. S. history from Colonial times to the Civil War. Three hours per week.

HY 122 United States History Since 1865 3 credits

A survey of the principal movements, events, ideas, and personalities in U. S. history from the Civil War to the present. Three hours per week.

HY 123 Western Civilization to 1500 3 credits

A survey of the principal movements, events, ideas, and personalities in the Western World from ancient times to 1500. Three hours per week.

HY 124 Western Civilization Since 1500 3 credits

A survey of the principal movements, events, ideas, and personalities in the Western World from 1500 to the present. Three hours per week.

HY 225 Eastern Civilization Since 1850 3 credits

An intensive study of the historical development of the civilizations of both the Near East and the Far East, with emphasis on the impact of Western ideas and practices on the complex problems of American foreign policy in the area. Three hours per week.

HY 227 Latin America in the Twentieth Century 3 credits

Prerequisite: HY 122. A survey of the major currents, events, ideas, and problems of Latin America from the revolutionary movement of the nineteenth century to the present. Three hours per week.

HY 323 Africa South of the Sahara 3 credits

Prerequisite: Permission of the History Coordinator. A broad exploratory study of black African civilization from prehistoric times through the present independence era, with emphasis on the pre-colonial and post-colonial periods. Three hours per week.

HY 325 Russia in the Twentieth Century 3 credits

Prerequisites: HY 123, 124. An intensive study of the history and development of Russia since 1900. Three hours per week.

HY 329 Independent Study and Research 3 credits

Prerequisite: Permission of History Coordinator. A study of selected readings in European and American history.

HY 421 Europe in the Nineteenth Century 3 credits

Prerequisite: HY 124. An intensive study of the principal movements, events, and ideas in the Europe of the nineteenth century. Three hours per week.

HY 422 Europe in the Twentieth Century 3 credits

Prerequisite: HY 124. A study of the major currents, events, and ideas in European history from 1870 to the present. Three hours per week.

HY 423 The United States in the Twentieth Century 3 credits

Prerequisites: HY 121, 122. A study of the major currents, events, and ideas in United States history from the rise of big business and progressivism to the present. Three hours per week.

HY 425 United States Diplomatic History
3 credits

Prerequisites: HY 121, 122. A survey of the principal themes and events in American foreign relations from the American Revolution to the present. Three hours per week.

HY 427 History of Ideas 3 credits

A study of the major intellectual currents which have dominated historical thought, particularly in the Western World. Three hours per week.

HY 429 Advanced Independent Study and Research 3 credits

Prerequisite: Permission of History Coordinator. A study of historical areas of interest to students on an independent basis. Three hours per week.

HY 499 Senior Seminar in History
3 credits

Prerequisite: Senior standing. Required of History concentrators one semester of the senior year. An in-depth study with stress on research and discussion of major themes in history. Three hours per week.

POLITICAL SCIENCE

A concentration in Political Science is designed as preparation for graduate study in political science, for teaching in secondary schools, for the legal profession, and for a career in politics or public service.

Required courses for a concentration in Political Science: PCL 121, 223, 224, 311, 312, 323, 499, and five upper division courses in Political Science to meet the minimum requirement of 36 hours for a concentration.

PCL 121 Introduction to Political Science
3 credits

An insight into what Political Science is; the political and the non-political. Political Science as a behavioral science, the strategies of research; the individual and the political system; and the quest for the political ideal. Three hours per week.

PCL 223 American Federal Government
3 credits

Prerequisite: PCL 121. A study of the origin, nature, and development of the Constitution; the organization, powers, and functioning of the executive, legislative, and judicial systems. Three hours per week.

PCL 224 American State and Local Government 3 credits

Prerequisite: PCL 223. An analysis of those sovereign powers retained by the states under the constitution. The relationships between the federal, state, and local governments are examined in detail. Three hours per week.

PCL 311 Political Theory I 3 credits

Prerequisite: PCL 223. A meaningful enquiry into the role of the state, its auxiliary agencies and functions as exemplified by the writings of political philosophers from Plato to Hobbes. Three hours per week.

PCL 312 Political Theory II 3 credits

Prerequisite: PCL 223. An analysis of political philosophers from Locke to modern times. Three hours per week.

PCL 323 Comparative Government
3 credits

Prerequisite: PCL 311, 312. A study of the political systems and government of the United Kingdom and the Commonwealth system, France, Italy, the U.S.S.R., Germany, China, and others, noting the similarities with and differences from, the institutions of the United States. Three hours per week.

PCL 324 Inter-American Relations
3 credits

Prerequisite: PCL 323. Political relations between the United States and Canada, and between the United States and the Latin American nations, commencing with the Monroe Doctrine and including the functioning of the Organization of American States and the Alliance of Progress. Three hours per week.

PCL 325 Public Administration 3 credits

Prerequisite: PCL 224. An analysis of the nature of public administration, its structures and limitations; its staff organization and chain of command; its unemployment policies and personnel training and management; its employees' organizations and its public relations. Three hours per week.

PCL 326 United States Constitutional Law 3 credits

Prerequisite: PCL 224. An intensive study and analysis of the U. S. Constitution with analysis of the more important Supreme Court decisions. Particular attention will be paid to civil liberties development. Three hours per week.

PCL 329 Independent Study and Research 3 credits

Prerequisite: Permission of the Political Science Coordinator. Advanced reading and special study in areas of interest to the individual student.

PCL 412 Political Ideologies 3 credits

Prerequisite: PCL 311, 312. A description and analysis of the practical application of trends of political thought. The course will examine such basic ideas as Democracy in all its shades, and authoritarian and totalitarian political thought, including Communism, National Socialism, and Fascism. Three hours per week.

PCL 421 Political Geography 3 credits

Prerequisite: PCL 323. An analysis of the geographical factors upon the political development of the world. Special emphasis upon the use of maps. Three hours per week.

PCL 422 American Political Parties 3 credits

Prerequisite: PCL 224. A study of the origins, nature and functions of parties within the American system of government. Three hours per week.

PCL 423 International Relations I 3 credits

Prerequisite: PCL 323. An insight into the development of modern systems of rela-

tions among nations with special emphasis upon American diplomacy and involvement in world affairs. Three hours per week.

PCL 424 International Relations II 3 credits

Prerequisite: PCL 423. A study of the evolution of international organizations such as the Universal Postal Union, International Court of Justice, League of Nations and the United Nations. Attention will be paid to regional organizations such as N.A.T.O., S.E.A.T.O., and the Warsaw Pact. Three hours per week.

PCL 429 Advanced Independent Study and Research 3 credits

Prerequisite: Permission of the Political Science Coordinator. Advanced reading, study and research in areas designed to fit the special needs and interest of the individual student.

PCL 499 Senior Seminar 3 credits

Prerequisite: Senior standing. Advanced work in the integration of concepts within the field of political science and the relationship of these to other areas of study in Social Science.

PSYCHOLOGY

A concentration in Psychology is designed as preparation for graduate work in psychology or guidance, for school guidance and counseling personnel work, or social welfare positions.

Required courses for a concentration in Psychology: PSY 121, 222, 223, 224, 427, 499, and six other upper division courses in Psychology to meet the minimum 36 hour requirement for the concentration. Biology, sociology, and the humanities are suggested as electives.

PSY 121 Introduction to Psychology 3 credits

A survey of major topics in psychology. Three hours per week.

PSY 222 Psychology of Adjustment

3 credits

Psychological factors involved in the processes of human adjustment. Three hours per week.

PSY 223 Behavioral Statistics 3 credits

Descriptive statistics, elementary probability theory and statistical inference with emphasis on statistics as a research tool. Three hours per week.

PSY 224 Experimental Psychology

3 credits

Prerequisites: PSY 121, 223. The application of major scientific research methods and strategies to psychology. Three hours per week.

PSY 321 Psychological Tests and

Measurements

3 credits

Prerequisite: PSY 121, 223. A review of standard tests and questionnaires used to evaluate ability, achievement, and personality. Individual projects in constructing, administering, scoring, and interpreting individual and group tests. Three hours per week.

PSY 322 Physiological Psychology

3 credits

Prerequisite: PSY 121. The structure and function of the central nervous system as related to emotion, motivation, learning, and theory of brain functions. Three hours per week.

PSY 327 Abnormal Psychology 3 credits

Prerequisite: PSY 121 or 222. The influence of motivational, experimental, and perceptual factors in the processes of learning and cognition. Three hours per week.

PSY 329 Independent Study and Research

3 credits

Prerequisite: Permission of Psychology Coordinator. Directed reading, testing, or projects involving research and experimentation.

PSY 331 Child Psychology 3 credits

Prerequisite: PSY 121. The growth and development of the child. Physical, intellectual, social and emotional aspects of

growth are considered as they relate to various stages of maturity. Three hours per week.

PSY 332 Adolescent Psychology 3 credits

Prerequisite: PSY 121 or 222. The problems of the adolescent period which arise out of physical development, sensory changes, mental growth and emotional maturing. Three hours per week.

PSY 424 Individual Intelligence Testing

3 credits

Prerequisite: Permission of Psychology Coordinator. A study of intelligence testing. Experience in the administration and interpretation of the Wechsler tests and the Stanford Binets. Three hours per week.

PSY 425 Practicum in Psychology 9 credits

Prerequisite: Permission of Psychology Coordinator. Supervised observation and training in community and industrial settings.

PSY 427 Personality Theory 3 credits

Prerequisite: PSY 121 or 222. A review of the development of personality theories influencing modern psychological thought. Three hours per week.

PSY 428 Counseling Principles and

Practices

3 credits

Prerequisite: Permission of Psychology Coordinator. An examination of theory and practice in counseling. Professional and ethical issues are considered. Three hours per week.

PSY 429 Advanced Independent Study

and Research

3 credits

Prerequisite: Permission of Psychology Coordinator. Advanced reading, testing or projects involving research and experimentation.

PSY 499 Senior Seminar in Psychology

3 credits

Prerequisite: Senior standing. Required one semester of the senior year. The integration of concepts within the field of psychology and the relation of these to other areas of study. Three hours per week.

SOCIOLOGY

Two programs of concentration in Sociology are offered. The first program will be for those students who plan to prepare for graduate study in Sociology. The required courses are SY 121, 223, 224, 323, 324, 327, 490 and five other upper division courses in Sociology.

The second concentration is provided for those students who anticipate placement in a social agency. Required courses are SY 121, 222, 223, 324, 420, 422, 423, 499 and four other upper division courses in Sociology. (SY 428 may be substituted for SY 420; SY 425 for SY 499).

SY 121 Introduction to Sociology 3 credits

A survey of the major topics in sociology. Three hours per week.

SY 222 Social Problems 3 credits

The major social problems affecting individuals and groups in modern industrial societies. Three hours per week.

SY 223 Behavioral Statistics 3 credits

Descriptive statistics, elementary probability theory, and statistical inference with emphasis on statistics as a research tool. Same as PSY 223. Three hours per week.

SY 224 Social Investigation 3 credits

Prerequisites: SY 121, 223. Methods and techniques of social research, design of sociological studies, collection of data, and interpretation of results. Three hours per week.

SY 321 Social Structure and Social Organization 3 credits

Prerequisite: SY 121. An analysis of existing social structures and social organizations, with an in-depth study of organizational activity and social structural integration. Three hours per week.

SY 322 Minority Group Relations 3 credits

Prerequisite: SY 121. Current themes of ethnic group and majority-minority group

relations, cross-cultural case studies, group identification, and social changes. Three hours per week.

SY 323 Sociological Theory 3 credits

Prerequisite: SY 121, 224. Social theory through Comte and Spencer followed by investigation of such theorists as Durkheim, Simmel, Weber, Parsons, and Merton. Three hours per week.

SY 324 The Family 3 credits

Prerequisite: SY 121. The family as a social and cultural agency. Maturation and stability of the family. Three hours per week.

SY 325 Urban Sociology 3 credits

Prerequisite: SY 121. The social structure of the community in modern industrial societies. Three hours per week.

SY 326 Criminology 3 credits

Prerequisite: SY 121. Criminal behavior, law and law enforcement, crime in the United States, penology, and crime prevention. Three hours per week.

SY 327 Cultural Anthropology 3 credits

Prerequisite: SY 121. A study of the formation, structure, and function of cultural organization and dynamics. Three hours per week.

SY 329 Independent Study and Research 3 credits

Prerequisite: Permission of Sociology Coordinator. Advanced reading and research in fields designed to fit special interests.

SY 420 Social Group Dynamics 3 credits

Prerequisite: Senior standing in Psychology or Sociology. A study of group work as related to personality adjustment. The theory and practice of group work will be studied and demonstrated. Three hours per week.

SY 421 Juvenile Delinquency 3 credits

Prerequisite: SY 121. The problem, its theories, and methods of control and treatment. Three hours per week.

SY 422 Social Welfare 3 credits

Prerequisite: SY 121, 222. The development of organized social services and institutions to meet human needs. Three hours per week.

SY 423 Social Casework 3 credits

Prerequisite: Permission of Sociology Coordinator. The theory and method of social casework. Supervised field observations. Three hours per week.

SY 424 Family Analysis 3 credits

Prerequisite: Permission of Sociology Coordinator. Theory of interpersonal relations and interaction in the modern family. Analysis of roles and function. Three hours per week.

SY 425 Practicum in Social Work 9 credits

Prerequisite: Permission of Sociology Coordinator. Supervised observation and training in community agencies.

SY 428 Counseling Principles and Practices 3 credits

Prerequisite: Permission of Psychology Coordinator. An examination of theory and practice in counseling. Professional and ethical issues are considered. Same as PSY 428. Three hours per week.

SY 429 Advanced Independent Study and Research 3 credits

Prerequisite: Permission of Sociology Coordinator. Advanced reading and research in fields designed to fit special interests.

SY 499 Senior Seminar 3 credits

Prerequisite: Senior standing. Required one semester of the senior year. The integration of concepts within the field of sociology and the relation of these with the other areas of study. Three hours per week.

THE INSTITUTE FOR CREATIVE TEACHING

The purposes of the Institute for Creative Teaching are the purposes of the College. The Institute's curriculum is firmly anchored in the Basis Studies Program of the College. The values of the liberalizing arts and sciences not only lead students to greater confidence in themselves as persons, but also extend their communication with other men and women in all professions.

The Institute for Creative Teaching embraces four functions:

1. it directs the continuing development, implementation and evaluation of the Teacher Education Program of the College.
2. it cooperates in creating mutually beneficial situations in which pre-internship, classroom experiences for education students provide additional staffing for Pasco County schools.

3. it offers its services for advancing education throughout the College and the larger community, and
4. it initiates, channels and tests ideas, projects and experiments directed toward improving learning and teaching on local, state, and national levels.

The Teacher Education Program of the College provides for the inclusion of basic courses in professional education required for teacher certification; a concentration in Elementary Education; a concentration in Physical Education for men and women (K-12); a program leading to teacher certification in Music and Art (K-12); and a program leading to certification for teaching in the secondary schools in the fields of biology, chemistry, English, German, French, Spanish, history, mathematics, political science, psychology, sociology, and theatre.

Requirements for certification differ from state to state. The State of Florida, for example, does not issue certification in the areas of psychology and theatre. The Institute for Creative Teaching maintains for students and advisors a file of each state's current requirements for certification.

Prospective guidance counselors are advised to prepare for regular teacher certification since the minimum of two years of teaching experience is ordinarily required for school counseling.

EN 121, 221, 321, 323, 410, and 428 are directed by the Institute for Creative Teaching and are professional courses required for Elementary Education. EN 221, 321, 323, 410, and 428 are required for all other concentrations leading to teaching (EN 121 is recommended but not required.) All concentrations leading to secondary school teaching, as well as Art and Music concentrations, are directed by the appropriate division. (For concentration requirements in specific subject areas, refer to the appropriate subject in the catalogue.)

ELEMENTARY EDUCATION

Required courses for a concentration in Elementary Education: EN 121, 221, 321, 323, 325, 326, 327 (MS 121), 328, 333 (PHE 223), 410, 421 or 425, 423, 428, and 499; MC 123 (or waiver). Recommended SPH 221 and/or 222, and HY 221 and/or 222.

Selection of electives should be made only after examination of requirements for certification in the state or states in which the student plans to teach.

SECONDARY EDUCATION

Students who will teach in junior and senior high school must take the courses required for a concentration in their chosen subject fields. Also they must take EN 221, 321, 323, 410, and 428, and any other courses which fulfill the requirements of the state or states in which they plan to teach.

K-12 EDUCATION

Saint Leo College offers preparation toward teaching certification in grades K-12 for Art, Music, and Physical Education concentrators. Art concentrators must take the courses required for a concentration in Art in addition to EN 221, 321, 323, 410, and 428, and any other courses which fulfill the requirements of the state or states in which they plan to teach. Music concentrators must take the courses required for a concentration in Music in addition to EN 221, 321, 323, 410, and 428, and any other courses which fulfill the requirements of the state or states in which they plan to teach. Physical Education concentrators must take the eight courses required for Physical Education in addition to EN 121, 221, 321, 323, 410, 428, 499, and any other courses which fulfill the requirements of the state or states in which they plan to teach.

EDUCATION

EN 121 *Systems Approach to Solving Educational Problems* 3 credits
Laboratory course in developing systems for solving educational problems. Three hours per week.

EN 221 *Human Growth and Development* 3 credits
A longitudinal study of the person, considering the emotional, physical, social, and intellectual factors of growth from a psychological approach. Initiation of observations and pre-internship teaching experiences. Three hours per week.

EN 321 *The School Program* 3 credits
Prerequisite: EN 221. An overview of the elementary through the secondary school program: organization, administration, and evaluation of curricula as reflections of educational philosophies and goals with emphasis on scope of content in the sequential process of learning from the earliest formal instruction through secondary levels. Survey of current trends and innovations. In-depth research of content, objectives, and evaluation by individuals in areas and levels of special interest. Observation of programs in the vicinity of the College. Four hours per week.

EN 323 Method: the Theory and Practice
3 credits

Prerequisite: EN 321. A critical study of method and the variability of its application. Examination of the role of education in a democracy; discovery of unifying concepts among the ideas: theories of learning, needs and interests of individuals, developmental tasks of growing persons, unity of knowledge, nature of student-teacher and student-student interactions. Preinternship experiences in micro-teaching, teaching-aid and tutorial services both on and off campus. A laboratory course demonstrating the provision of an environment in which both student and teacher gain insight into self and others and into interactions between self and others. Three hours per week.

EN 325 Music in the Elementary School
(See MC 325) 3 credits

Prerequisites: EN 221 and MC 123 (or demonstrated proficiency). Study of objectives, theories, and techniques of production of music in the primary and intermediate grades, with special attention to repertory and to supervision of creative activities. Directed observation in the elementary school is required. (Offered first semester only.) Three hours per week.

EN 326 Art in the Elementary School
(See ART 326) 3 credits

Prerequisite: EN 221. Theory and practice of art activities in the elementary school. Understanding of the creative experience in visual arts through workshop activity, familiarity with art education theory, and acquaintance with designing and presenting meaningful art experiences. (Offered second semester only.) Three hours per week.

EN 327 Mathematics in the Elementary School (See MS 121) 3 credits

A special adaptation of selected topics of Basic Studies mathematics for students who have had no modern mathematics in the elementary school and for students who plan to teach in the elementary school. This course fulfills the Basic Studies requirement as well as requirements for certification of teachers in the elementary field. Topics considered in this course include: beginning number concepts, structure of number system, de-

velopment of decimal numeration system, modular arithmetic, other base numeration systems, addition and its properties, multiplication and its properties, subtraction, division, addition and subtraction algorithms, multiplication algorithms and the distributive property, division algorithms, the whole-number system, prime numbers and divisibility tests, rational numbers, and probability. Three hours per week. (EN 327 may be substituted for MS 121).

EN 328 Natural Science in the Elementary School 3 credits

Prerequisite: EN 321 or approval of advisor. Consideration of fundamental concepts in natural science. Development of ideas and attitudes intrinsic to the nature of science; development of guides for doing research at each grade level. Practice in respecting all ideas by all students, and in developing techniques for finding new configurations of knowledge. Exercise in living with relentless change. (Offered second semester only.) Three hours per week.

EN 329 Independent Study and Research
1-4 credits

Prerequisite: Approval of Director of the Institute for Creative Teaching. Designed to allow the student to pursue in-depth a problem or research topic related to his particular professional goal or interest.

EN 333 Physical Education in the Elementary School (See PHE 223)
3 credits

Designed for elementary education concentrators and those physical education concentrators who will teach in the elementary schools. Emphasis on skills needed by the teacher and reference materials and equipment used. Observation and participation in elementary schools. (Offered second semester only.) Three hours per week.

EN 410 The Internship 10 credits

Prerequisites: EN 321 and 323. Offered near completion of concentration with approval of Director of Teacher Education. 300 hour observation and participation experience in local public schools. Requires time block of 8:00 a.m. to 4:00 p.m. for

one semester. EN 428 included in the same block. (\$50.00 fee. Student provides his own transportation.)

EN 421 Language and Literature in the Elementary School 3 credits

Prerequisite: EN 321 or approval of Institute Director. Study of the language arts as creative effort toward self-expression and communication. Traditional and modern approaches studied. (Offered first semester only.) Three hours per week.

EN 422 Educational Media 3 credits

Consideration of concepts related to learning via multiple educational media. Development of skills in preparation and/or operation of media. Three hours per week.

EN 423 Teaching Reading 3 credits

Prerequisites: EN 321 and 323. Study of basic theories underlying traditional and newer approaches to teaching reading. Survey of techniques, equipment, materials and organization of reading programs. Consideration of diagnostic and developmental procedures useful to teachers. Laboratory experience in the Reading Program. Three hours per week.

EN 424 Educational Psychology 3 credits

Prerequisite: EN 221. Understanding of the applications of psychological principles to the educational process. Treats such topics as individual differences, principles of learning, transfer of training, and the nature of reasoning in the light of accepted and emergent research; emphasis on concepts of creativity, with exploration of significant innovative applications. (Offered 1971-1972.) Three hours per week.

EN 425 Social and Behavioral Studies in the Elementary School 3 credits

Prerequisite: EN 321 or approval of Institute Director. Study of creating a social climate in the classroom conducive to the growth of each child and teacher and to the development of orderly and productive work patterns. Study of cooperation among groups within a school and within the larger community; exploration of the guidance functions of the classroom teacher; examination of outstanding programs in the social studies—their content, resources, and organization, formu-

lation of principles for development, implementation, and evaluation. (Offered second semester only.) Three hours per week.

EN 428 Foundations of Education 6 credits

A survey of the development of historical, philosophical and sociological bases of education and agencies which direct and motivate the work of the schools. Required of all students enrolled in EN 410 The Internship.

EN 429 Advanced Independent Study and Research 1-4 credits

Prerequisite: Approval of the Director of the Institute for Creative Teaching. Designed to allow the student to pursue in-depth a problem or research topic related to his particular professional goal or interest.

EN 499 Senior Seminar in Education 3 credits

Required of all seniors concentrating in Physical Education and/or Elementary Education. A seminar treatment of topics relevant to needs and interests of students enrolled. Three hours per week.

PHYSICAL EDUCATION

Required courses for a concentration in Physical Education (K-12: PHE 221, 321, 423, and four additional courses in physical education; BLY 220; and EN 221, 321, 323, and 499.

All students concentrating in Physical Education must complete the required Basic Studies courses in physical education. People desiring to complete an approved teacher Education Program must take EN 410 and 428.

PHE 101-102 1 credit each

Required of all students except those unable to take it for physical causes. Emphasis on fitness; includes instruction, and participation in team sports. Two semesters.

PHE 103-104 1 credit each

Designed for students unable to take PHE 101-102 for physical reasons. Two semesters.

PHE 201-202 Swimming 1 credit each
Prerequisite: PHE 102. Required of all students except those unable to take it for physical causes, or those that are capable of passing proficiency tests in one or both courses. 201—Beginning Swimming. 202—Intermediate and Advanced Swimming.

PHE 203-204 1 credit each
Prerequisite: PHE 104. Designed for students unable to take PHE 201-202 for physical causes.

PHE 301-302 1 credit each
Prerequisite: PHE 202. Required of all students, except those unable to take it for physical reasons. Each student selects and engages in individual sports and recreational activities from the following: golf, tennis, archery, bowling, handball, weightlifting, fencing, karate, horsemanship, senior life saving and waterfront instruction.

PHE 303-304 1 credit each
Prerequisite: PHE 204. Designed for students unable to take PHE 301-302 for physical causes.

PHE 221 Principles of Physical Education 3 credits

Contemporary theory and practice in physical education, emphasis on history, philosophy and objectives.

PHE 223 Physical Education in the Elementary School (See EN 333) 3 credits

Designed for elementary education concentrators and those physical education concentrators who will teach in the elementary schools. Emphasis on skills needed by the teacher and reference materials and equipment used. Observation and participation in elementary schools.

PHE 321 Physical Education in the Secondary School 3 credits

Prerequisite: PHE 221. Understanding of the nature of the various activities needed in the total physical education program of a school and of the appropriateness of the activities to the level of development of boys and girls; mastery of the related materials, equipment, and skills needed

by the teacher in each of the activities. Special attention is given to the intramural program.

PHE 323 Team Sports and Games for Women 3 credits

Prerequisite: PHE 221. The principles and practices of coaching and teaching women's sports, including fundamentals and skills.

PHE 325 Coaching Football and Track 3 credits

Prerequisites: PHE 221, BLY 220. For men. The principles and practices of coaching football and track, emphasizing the development of a philosophy of coaching, and the general mental and physical training of an athlete.

PHE 327 Coaching Basketball and Baseball 3 credits

Prerequisites: PHE 221, BLY 220. For men. The principles and practices of coaching basketball and baseball, emphasizing the development of a philosophy of coaching, and the general mental and physical training of an athlete.

PHE 421 Recreational Leadership and Administration 3 credits

Prerequisite PHE 221. The history, practices, policies, leadership, and supervision of school and community playgrounds, centers and campuses. Special emphasis on study of student leadership.

PHE 423 Administration of Physical Education and Athletics 3 credits

Prerequisites: PHE 321, senior standing. Policies, standards, and procedures in the organization and administration of the program of education, intramural activities, and varsity athletics. Emphasis on the education perspective and the many administrative problems.

PHE 425 Prevention and Treatment of Athletic Injuries 3 credits

Prerequisite: PHE 221. An in-depth study of and practical experience in the practices and techniques utilized in preventing and/or treating injuries in teaching physical education, in athletic coaching, in recreational leadership, and in intramural supervision.

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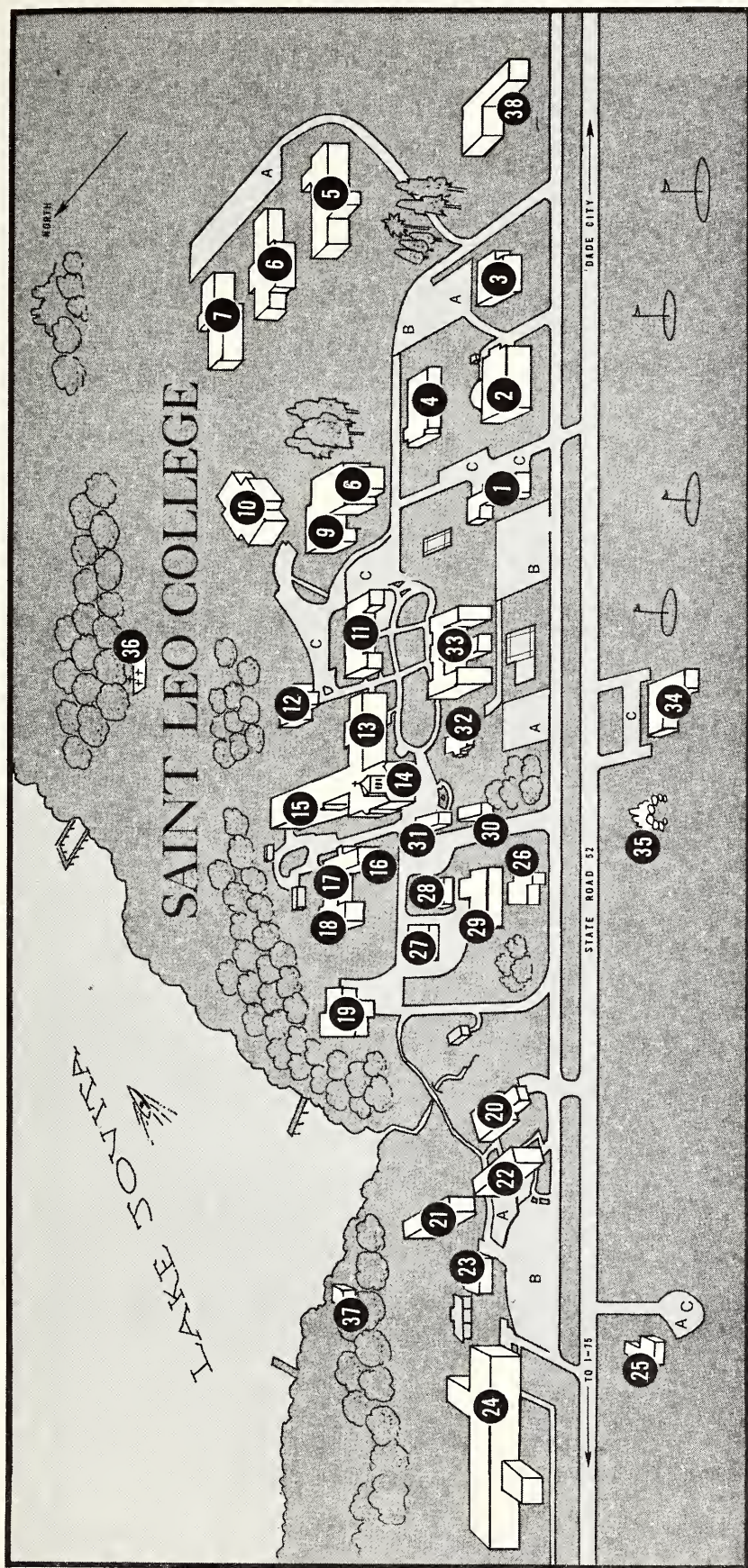
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Saint Leo College Campus Building Directory

1. Reception Center
2. Julia Deal Lewis Hall of Science
3. Recreation Center
4. Crawford Hall
5. Roderick Hall
6. Benoit Hall
7. Men's New Residence Hall
8. Gymnasium
9. Auditorium
10. William P. McDonald Center

11. Saint Francis Hall
12. Library
13. Saint Leo Hall
14. Abbey Church
15. Saint Charles Hall
16. Carmel Hall
17. Kindergarten
18. Monastic Infirmary
19. Laundry
20. Marmon Cafeteria

21. Women's New Residence Hall
22. Marmon Hall
23. Saint Scholastica Hall
24. Priory Hall
25. Villa Hall
26. Paint Shop
27. Garage
28. Saint Leo Press
29. Carpentry Shop
30. Counseling & Guidance Center

31. Plant Operations
32. Fine Arts Office
33. Saint Edward Hall
34. Golf Club House
35. Grotto
36. Cemetery
37. Lake House
38. Activities Center

Parking:

- A. Resident Student Parking
- B. Day Student Parking
- C. Faculty, Staff, Visitors Parking

